



Director of Development

Reports To: Executive Director
Employment Status: Full-Time, Exempt

Organization

First Tee — Raritan Valley equips young people with the strength of character that empowers them to navigate a lifetime of challenges. By integrating the game of golf with a proven life skills curriculum, we create active learning experiences that build inner strength, confidence, and resilience. Our programs are delivered at golf courses, in schools, and through youth serving organizations across Central New Jersey.

Position Summary

The Director of Development is a key member of the leadership team responsible for planning, organizing, and directing a comprehensive fundraising strategy that advances the mission of First Tee — Raritan Valley. This includes all aspects of development: individual giving, corporate partnerships, foundations, special events, grants, major gifts, planned giving, and campaign planning.

The Director of Development works closely with the Executive Director, Board of Directors, staff, donors, community partners, and other stakeholders. The role balances strategic leadership with hands on execution and serves as a visible ambassador for the organization throughout the community.

Key Responsibilities

Fundraising Strategy & Revenue Generation

- Collaborate with the Executive Director and Board leadership to develop and implement an integrated, multi-channel fundraising plan to meet annual and long-term revenue goals.
- Establish measurable fundraising benchmarks tied to strategic priorities; monitor and report on progress regularly.
- Grow and manage a robust pipeline of prospective donors across individuals, corporations, and foundations.
- Lead the full lifecycle of donor engagement: identification, qualification, cultivation, solicitation, and stewardship.
- Maintain a donor-centric approach grounded in strong relationship building and mission-based storytelling.

Individual Giving, Major Gifts & Planned Giving

- Build and manage a major gifts program, including donor research, cultivation strategies, and gift solicitation.
- Conduct regular face-to-face donor meetings to deepen engagement and secure support at all giving levels.
- Support the development and stewardship a planned giving program with a focus on bequests and other deferred giving opportunities.
- Coordinate Board involvement in donor engagement activities; support them with training, materials, and guidance.

Corporate Partnerships & Foundation Support

- Cultivate and manage relationships with businesses, corporations, golf/country clubs, and community organizations to secure sponsorships, partnerships, and employee engagement opportunities.
- Identify, evaluate, and pursue foundation funding opportunities.
- Prepare compelling grant proposals, manage reporting requirements, and maintain strong funder relationships.

Events & Campaigns

- Lead all fundraising events including planning, logistics, sponsorship strategy, and revenue generation.
- Oversee annual fundraising drives, donor challenges, and digital appeals.
- Contribute to or lead special projects such as capital campaigns or strategic fundraising initiatives.

Marketing, Communications & Public Relations

- Collaborate with staff to develop fundraising related marketing materials, presentations, case statements, and impact reports.
- Lead digital fundraising communications across social media, website, email marketing, and e-communications.
- Represent First Tee — Raritan Valley at community events, networking opportunities, and speaking engagements.

Operations, Data Management & Reporting

- Oversee the donor database (Eleo or similar) ensuring timely and accurate input, tracking, and reporting.
- Produce regular reports for the Executive Director and Board of Directors.
- Maintain gift acknowledgment processes and recognition programs to ensure consistent stewardship.

- Oversee development budgets, forecasts, and “cost to raise a dollar” strategies to ensure strong financial sustainability.

Collaboration & Leadership

- Serve as a strategic partner to the Executive Director in planning and evaluating organizational growth initiatives.
- Works closely with the Board’s Fundraising Committee and relevant sub-committees, providing regular updates and engaging committee members in donor strategies.
- Work cross-functionally with the program, operations, and administrative teams to support organizational goals.
- Share best practices and collaborate with peer First Tee chapters and headquarters, as appropriate.
- Supervise any development-related staff, contractors, or volunteers as assigned.

Qualifications

Required

- Bachelor’s degree.
- Demonstrated success in nonprofit development with experience across multiple fundraising channels.
- Proven track record securing major gifts, corporate partnerships, grants, and/or sponsorships.
- Exceptional verbal, written, and interpersonal communication skills.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Experience with donor databases/CRM systems.
- Strong relationship building skills and comfort with face-to-face donor engagement.
- High degree of professionalism, integrity, and commitment to the mission.

Preferred

- Experience with youth serving organizations, sports-based development, or the golf ecosystem.
- Familiarity with planned giving concepts or campaign planning.
- Experience creating fundraising materials or coordinating digital campaigns.
- Experience contributing to strategic planning, mentoring staff or volunteers, and representing an organization in senior-level community engagements.

Additional Requirements

- Willingness to occasionally work evenings and weekends.
- Ability to travel for donor meetings, community events, and First Tee trainings.
- Successful completion of background check and SafeSport training.

Salary Range:

\$75,000 – \$95,000 (commensurate with experience and demonstrated ability to deliver growth)

Benefits:

- Performance-based bonus
- Paid vacation and major holidays
- Mobile phone allowance
- Professional development opportunities
- Staff apparel

How to Apply:

Please submit a resume and cover letter to Mark McCabe, Executive Director at mmccabe@firstteerv.org.

Equal Employment Opportunity Statement:

First Tee — Raritan Valley is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.