



## **Development Manager**

**Full-Time | Reports to: CEO/Executive Director**

### **Position Summary**

The Development Manager is a key leader on the First Tee – Greater Cincinnati & Northern Kentucky team, and in partnership with the CEO, will be responsible for implementing and managing an annual giving program to support the organization's growth in delivering the mission of empowering youth through golf and character education. This position has a *focus* on individual donor cultivation and stewardship, portfolio management and digital/peer to peer fundraising campaigns—with a *strong emphasis* on upgrading donors to higher giving levels through personalized engagement and face to face meetings.

Learn more about our Chapter at: <https://firstteegcnky.org/>.

### **Key Responsibilities**

#### **Fundraising Strategy & Campaigns**

- Contribute to and execute a strategic annual fundraising plan in collaboration with the CEO.
- Drive revenue growth through customized donor outreach throughout the donor lifecycle.
- Grow Clubhouse Stewardship Society level giving (\$1K+) by 25% year over year.
- Create and implement direct mail and peer-to-peer campaigns targeting increased donor acquisition, re-engagement, retention and upgraded annual giving through direct mail and digital platforms.

#### **Donor Portfolio Management**

- Build and manage a portfolio of 75+ donors and prospects with an approximate distribution follows: ⅓ qualification (new potential donors); ⅓ retention & upgrade of existing donors; ⅓ previous, but not existing donors (re-engagement)
- Develop and execute personalized cultivation, solicitation, and stewardship plans for each prospect
- Conduct 12-20 meaningful donor interactions per month and record activity in the donor CRM
- Proactively solicit and “upgrade” donor giving through face-to-face meetings and relationship-building strategies.
- Identify and qualify new donors through volunteer referrals and strategic deployment of donor database tools.

#### **Leadership Donors & Sponsorships**

- Craft compelling cases for support and customized proposals aligned with donor interests.
- Collaborate with the CEO to secure leadership gifts, corporate sponsorships and multi-year commitments.

## **Events & Stewardship**

- Lead planning and execution of donor engagement and fundraising events, including, but not limited to annual peer-peer campaigns and stewardship gatherings (Clubhouse Stewardship Society Breakfast and Heart of the First Tee Awards).
- Provide support for celebrating the Chapter's 20th Anniversary in 2026.
- Collaborate with the Chapter Operations Manager to ensure all donors receive timely, personalized acknowledgment and reporting on their impact.
- Maintain timely and accurate donor data and activity records in CRM/database (e.g., Salesforce, Bloomerang, or similar).

## **Collaboration & Communication**

- Work closely with staff, board members, and fundraising volunteers to support fundraising objectives.
- Represent the organization at community events, networking opportunities, and donor meetings.
- Serve as a key ambassador for the First Tee mission and youth impact story.

## **Success Metrics**

First Tee -GCNKY is committed to providing support and structure for your success. In order to ensure clear communication and performance expectations, the following onboarding metrics will be used in the first 90 days of employment to measure success.

### **30-Day Goals**

**Meet the Team:** Meet with all full time staff individually; attend coach and volunteer meetings.

**Technology:** Familiarize with Chapter technologies, especially donor CRM (Bloomerang), First Tee Intranet, Canva (design and branding), Constant Contact (email marketing), Cincinnati Gives page (in prep for December campaign), and minimal working knowledge of Salesforce (assigned tasks, responses, etc.) Leverage First Tee University and online training resources provided by Bloomerang and other platforms.

**Portfolio Setup & Outreach:** Update existing DO donor portfolio through research tools and CRM information. Meet Community Council members individually.

**Campaign Planning:** Co-develop with CEO a targeted direct mail campaign focusing on lapsed donors, craft strong contact focused on mission impact.

**Fundraising and Visit Goals:** Work with the CEO to establish clear monthly and quarterly fundraising and stewardship goals that ramp up over time.

### **60-90 Day Goals**

**Fundraising:** Raise an average of \$15,000 per month from new/lapsed/upgraded donor commitments; leverage direct mail for follow up asks.

**Portfolio Management:** Continue to meet face to face visit goals; ask for Q4 year end gifts as appropriate.

**Cincinnati Gives & Schwab Grant:** Collaborate with the CEO and volunteers to set strategy and recruit peer-peer fundraisers to maximize two year end matching challenges.

**Qualifications**

- Proven experience in nonprofit fundraising, development, or related roles.
- Bachelor's Degree.
- Proven success in securing face-to-face donations, sponsorships or sporting event activations.
- Self starter; ability to hold oneself accountable and collaborate with others for team success.
- Strong interpersonal skills with the ability to inspire and influence donors.
- Exceptional verbal and written communication abilities.
- Experience with donor databases and/or CRM tools.
- Preferred: passion for youth development, sports, and community impact. Golf ecosystem and/or nonprofit experience knowledge is a plus.

**Work Environment & Schedule**

- Casual, hybrid work environment with flexibility, but with frequent in-person donor meetings and event presence required. Dress for your day.
- Occasional evenings and weekends for events and donor engagement.

**Salary Range:** \$55,000-\$65,000

**Benefits:**

- Medical contribution (QSEHRA)
- 401K match
- Performance-based bonus
- Mobile phone allowance
- Professional development opportunities
- Flexible work schedule

Please send resume and cover letter to: Patty Lusheck Ragio at [patty@firstteegcnky.org](mailto:patty@firstteegcnky.org)