



**Development Director  
Pro Kids, First Tee – San Diego**

**POSITION TITLE:** Development Director

**DEPARTMENT:** Executive Management

**LOCATION:** City Heights and Oceanside

**REPORTS TO:** CEO

**STATUS:** Exempt; Full time

**SCHEDULE:** Hybrid Exempt

**SALARY RANGE:** \$90,000-\$110,000

**BENEFITS: Medical/Vision/Dental Insurance beginning first day of employment, 80 hours PTO, 80 hours sick, 24 hours floating holiday, 14 paid holidays, Simple IRA 3%, Life Insurance \$50k.**

Founded by former AFL/NFL player Ernest H. Wright, Sr. and incorporated as a 501(c)(3) public charity in 1994, Pro Kids, First Tee - San Diego, is a leader in providing underserved youth in San Diego County opportunities through positive, life-changing experiences. Pro Kids challenges youth to excel in life by promoting character development, life skills, and values through education and the game of golf.

Pro Kids, First Tee - San Diego has two primary program campuses in City Heights & Oceanside.

**Position Summary:** The Development Director is responsible for developing and executing a comprehensive strategy that increases revenues from a diverse portfolio, including major donors, corporations, foundations, and government agencies. The position develops, implements, and monitors a comprehensive fundraising plan to expand philanthropic support of the organization – including identifying and strengthening relationships with community stakeholders, actively pursuing, and managing corporate and individual leads, foster strong donor and sponsor stewardship, and supervision of a grant contractor. Additionally, this position plans and produces organization fundraising events, including the annual Golf Invitational and Celebrates Gala.

**Duties and Responsibilities:**

- Design and implement a comprehensive Development Funding Plan (annually and long term) which strengthens and maintains the fiscal health of the organization and provides future financial resources for growth and expansion. Including but not limited to overseeing and executing grant writing and management, corporate major giving, annual appeal development and management, third party events, and internal events.
- Assume role as organizational ambassador in the community, developing strong relationships with community and business leaders, media contacts and other influential stakeholders to increase top of mind awareness of organization.
- Act as primary point of contact for funding, donations, and fundraising event inquiries.
- Collect, organize, and maintain a complete and accurate database record of donors and funding received that can be activated for donor segmentation executions through both marketing and fundraising strategies.
- Creates funding targets. Establishes tracking tools and monitors regularly with ongoing reports and updates to staff, board and other stakeholders as needed. This role owns the readouts of fundraising performance against established milestones.
- Responsible for event management while working collaboratively with fundraising event chairs to offer management, production, and oversight of fundraising and awareness events. Including developing and managing production timeline, budget, and ownership of ROI.
- Strong people leader who can develop and coach staff, cultivate a collaborative environment, set clear goals, and communicate transparently as to regular performance evaluation.
- Direct supervision of the Director of Marketing and Communications and Grant Contractor
- Oversees branding, image, and consistency of messaging in all organization materials. Including ensuring that messaging is updated and accurate in all marketing and outreach materials.

- Design and produce annual giving campaign, as well as auxiliary marketing, promotional, and outreach materials.
- Work collaboratively with leadership team members as needed to secure resources.
- Coordinate media events and speak on behalf of organization with media outlets as needed.
- Oversight of Salesforce implementation, upkeep, and data tracking.
- Deliver presentations on programs to various communities, corporate, and foundation groups as needed.
- Always represent Pro Kids and its affiliates in a professional manner.
- Ability to travel between both locations and throughout San Diego County.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree and 6+ years in non-profit or academic fundraising at which 3 years must be at a director level.
- Outstanding written and verbal skills
- Track record of success in front-line fundraising solicitation, stewardship, donor recognition, prospect research, grant proposal writing, gift administration, and development policies and procedures.
- Knowledge and use of Microsoft Office Suite, marketing and communications software, donor management software, and Salesforce preferred.
- CFRE (Certified Fundraising Executive Certification) preferred.

**Skills and Knowledge:**

- Capacity and creativity to engage and inspire a diverse set of donors, stakeholders, funders, community leaders and volunteers.
- Customer service, communication, and recordkeeping experience required.
- Able to manage multiple projects while meeting deadlines.
- Strong organizational, time management, and project management skills required.
- Initiative and collaborative skills.
- Foster and promote business relationships and partnering within the communities served.
- Comfortable working with people from diverse backgrounds.
- Establish rapport and build relationships to promote the mission of Pro Kids and First Tee. Excellent public speaking skills required.

**Training Requirements:**

- Completion of Child Abuse Prevention training via Safesport
- CPR, First Aid; AED Certification
- Clear background check via Safesport
- Clear driving record

**Physical Requirements and Work Environment:** Position may require standing for extended periods of time, walking, crawling, and sitting. Position requires use of a keyboard involving repetitive hand movements, and the use of a telephone. Face-to-face communications that require accurate perception of speech, as well as speaking and hearing. Travel by vehicle required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Pro Kids provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation.*

To apply submit Resume and Cover Letter to [jpillsbury@prokidsonline.org](mailto:jpillsbury@prokidsonline.org)