



## **Director of Development and Donor Engagement**

Location: Tacoma, WA

FLSA Status: Full-time Exempt

Reports to: Chief Executive Officer of Washington Golf

Salary Grade: \$75,000 - \$85,000

Benefits: Complete benefits package including company-paid life insurance, medical, vision, and dental plans, disability insurance, 401K plan, and paid vacation.

### **Description of Company:**

Washington Golf (WA Golf) is 501(c)4 non-profit organization dedicated to enriching lives through the many benefits of golf by leading, supporting and promoting the sport in our region. WA Golf has evolved into one of the largest amateur golf associations in the United States providing a multitude of membership benefits and services to more than 90,000 individual members at over 500-member golf clubs throughout the state of Washington and Northern Idaho.

WA Golf manages the Washington Golf Foundation, which is a newly formed 501(c)(3) charitable organization that's mission is to foster and advance the growth of golf in Washington by supporting initiatives and programs that enrich and unite the golf community.

WA Golf and the Washington Golf Foundation are both governed by a separate volunteer Board of Directors. WA Golf employs a full-time staff of 15, headed by a CEO, with offices located in Tacoma, Washington. Under the direction of the Board of Directors and in conjunction with a number of standing committees, the staff administers the day-to-day affairs of the Associations. WA Golf, in partnership with the Pacific Northwest Golf Association (PNGA) also cooperatively own and operate a golf course, The Home Course, in DuPont, Washington.

### **About the Position:**

WA Golf and the Washington Golf Foundation seeks a strategic, creative, and collaborative Director of Development and Donor Engagement to oversee development, communications, stewardship, fundraising, donor engagement and events.

The primary focus is on gifting prospect management, qualifying, cultivating, soliciting, closing, stewarding prospects & donors, and serving as the key relationship manager with stakeholders across the territory. Additional core responsibilities include aligning programmatic and development coordination to advance fundraising objectives, donor communications, consistent and inspiring messaging, and creative engagement strategies to support fundraising objectives.

The ideal candidate is versed in strategy and a seasoned team player with proven donor engagement experience, including event strategy and execution. They have excellent project management skills and work collaboratively with colleagues across teams and external stakeholders. They are a self-starter, have experience in systems/process development, and seek continuous improvement to advance the Washington Golf Foundation's donor engagement efforts.

## **Essential Duties and Responsibilities:**

- Develop and implement a comprehensive development plan that aligns with Washington Golf Foundations objectives and fundraising goals
- Conduct prospect research to identify and cultivate new donors, including individuals, corporations, and foundations.
- Develop and implement strategies to engage current and potential donors, including creating compelling fundraising campaigns, events, and donor recognition initiatives.
- Build and maintain strong relationships with donors, ensuring timely and personalized communications, regular reporting, and acknowledgement of contributions.
- Oversee donor database management and CRM pipeline, ensuring accuracy of data and timely updates to donor information.
- Prepare donor reports and analysis, providing insights into donor behavior and identifying opportunities for improvement.
- Develop, manage, and oversee fundraising events, including developing and executing event plans, recruiting and managing volunteers, and coordinating all logistics.
- Conduct needs-based assessments to identify funding needs and opportunities, and develop compelling proposals and impact reports to share with donors.
- Collaborate with WA Golf staff to ensure donor engagement and development efforts align with the overall organizational goals and strategies.
- Attend networking events and conferences to build relationships with potential donors and stay up-to-date on the latest fundraising trends and best practices.
- Communicate, manage, engage, and present to the Washington Golf Foundation's Board on a quarterly and semi-annual basis.
- Work with the CEO and Board of Directors to set annual fundraising goals, develop budgets, and monitor progress against goals.

**This description is a summary only and describes the general level of work being performed; it is not intended to be all-inclusive. The duties of this position may change from time to time and/or based on business needs. Washington Golf Foundation reserves the right to add or delete duties and responsibilities at the association's discretion.**

## **Position Requirements**

- Bachelor's degree in business, nonprofit management, communications, or a related field.
- 4+ years of progressive experience in fundraising initiatives, donor events, and development, or the equivalent with a focus on athletics and golf.
- Ability to strategically link organizational and programmatic initiatives with opportunities for fundraising.
- Ability to think strategically about the long-term trajectory of our work and effectively communicate the impact of investing in our community.
- Ability to analyze data and make data-driven decisions.
- Excellent verbal and written communication skills, including solid storytelling, editorial, and presentation skills.
- Excellent project management skills and ability to work collaboratively with colleagues across teams and external stakeholders.
- Self-starter and self-directed with the ability to seek continuous improvement to Washington Golf's engagement efforts.
- Ability to manage multiple simultaneous projects in a fast-paced work environment.

## **Application Process:**

Please forward cover letter and resume to:

Troy Andrew, CEO of Washington Golf  
3401 South 19th St, Suite #200  
Tacoma, WA 98405

E-Mail: [tandrew@wagolf.org](mailto:tandrew@wagolf.org)

No phone calls, please. Interviews for those selected will be conducted at the WA Golf/Washington Golf Foundation Offices as soon as practicable. The position will remain open until filled.