



**OPPORTUNITY:**

Title: Development Coordinator, First Tee - Premier départ Québec

Reports to: Development Officer, First Tee - Premier départ Québec

Location: Quebec/Montréal/Remote

Status: One Year Contract

Ideal Start Date: March 25, 2024

**OVERVIEW:**

Golf Canada Foundation is looking for a motivated and mission driven bilingual individual with excellent communication skills to assist with the fundraising activities of First Tee – Premier départ Québec. The Development Coordinator, First Tee – Premier départ Québec will report directly to the Development Officer, First Tee – Premier départ Québec and will assist with the administration and execution of all Major Gift stewardship, Annual Giving campaigns and fundraising events within the province.

To learn more about First Tee, click on the video below:



## **PRIMARY DUTIES:**

1. Fundraising 60%
  - Work with the Development Officer to identify and research donor prospects
  - Research fundraising opportunities and write grant applications to both foundations and government opportunities
  - Assist with the day-to-day administration efforts related to chapter fundraising, including donor reporting and stewardship, committee scheduling and governance, and grant research
  - Coordinate the planning and execution of signature golf tournament and additional donor stewardship events alongside Golf Canada Foundation staff
  - Manage stewardship tracking with existing and prospective donors
  - Manage all relationships and activities for third party events
  - Update and maintain the reporting database (Panorama) and website (WordPress)
2. Marketing/Events 20%
  - Assist in the creation of promotional brochures and marketing collateral for the chapter
  - Manage third-party event policies and communication
  - Assist in storytelling and donor updates needed for the website
  - Work with Marketing and Communications lead on effectively promoting chapter fundraising and initiatives to attract interest of donors
  - Help create print and video materials for communicating program impact to donors, golf clubs, and event partners
3. Administration 20%
  - Manage the donor gift cycle including identifying prospects, soliciting and stewarding donors
  - Manage pledges, invoicing, and payment receipts
  - Assist in the creation of reports on budget projections and YTD results. Solicit auction items; plan events, sell teams and sponsorships; assist in general communications including event follow up
  - Work cooperatively and effectively with Golf Canada internally and Golf Québec staff to meet national and provincial reporting obligations
  - Recruit volunteers to assist with fundraising initiatives at golf facilities and third-party tournaments
  - Other duties as assigned

## **REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:**

- Bilingual in French and English
- University/college degree or equivalent preferred
- Fundraising experience is considered an asset
- Experience with event coordination and office administration is considered an asset
- Experience with Donor-based CRM software considered an asset
- Excellent organizational skills and ability to multi-task in a fast-paced environment
- Ability to work independently and as part of a team
- Excellent verbal, written and oral communication skills
- Ability to travel within the province and work overtime as needed
- Knowledge of golf an asset

## **ABOUT THE FOUNDATION:**

Golf Canada Foundation inspires young players to build strong core values and character while living a healthy lifestyle. Since 2013 we have grown significantly and funded junior golf, women's golf, high performance golf, sustainability, and heritage projects, while developing a national network of passionate donors and partners.

## **HOURS OF WORK :**

Golf Canada Foundation's regular hours of work are 40 hours per week, Monday to Friday, eight hours a day, five days a week including a one-hour lunch. Due to the nature of this position, travel will be required along with the need to work events on some evenings and weekends to meet the objectives of your employment.

## **APPLICATION DETAILS:**

**APPLY ONLINE:** <https://golfcanada.applytojobs.ca/golf+canada+foundation/28024>

Golf Canada – People and Culture

1333 Dorval Drive, Suite 1

Oakville, ON L6M 4X7

How to apply: NO PHONE CALLS PLEASE to the above contact by 11:59pm, February 25, 2024. Golf Canada thanks all applicants but will contact only those who will be invited for an interview. Due to the nature of this position, there may also be some travel required and the need to work some weekends.

Our recruitment and selection procedures reflect our commitment to the safety and protection of children and youth across our programs. The successful candidate will be required to provide a satisfactory criminal check as a condition of employment.

Golf Canada is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential. Golf Canada provides equal employment opportunities to employees regardless of their gender, race, religion, age, ability, sexual orientation, or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance. We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the recruitment team by email. All information provided will be treated as confidential and used only to provide an accessible candidate experience.