



Job Posting

Job Title:	Development Coordinator
Reports To:	Operations & Development Director
Direct Reports:	None
FLSA Status:	Hourly, Non-Exempt
Pay Rate:	\$20 - \$27/hour

About SCGA Junior:

SCGA Junior Golf Foundation's mission is to develop an inclusive golf community that enables kids to thrive on and beyond the course. Through its programs, SCGA Junior Golf Foundation works to fulfill its mission by creating affordable access to golf for all youth, teaching smart decision-making skills on and off the course and developing a culture of healthy lifestyles. Founded in 1983, SCGA Junior Golf Foundation is the philanthropic arm of the Southern California Golf Association.

Job Summary:

The Coordinator will support all functions of development, marketing and communications for the SCGA Junior Golf Foundation. The position will focus on managing the donor database including donor acknowledgements, donor retention, reporting and donor communications. This position will also support the expansion of all SCGA Foundation programs and initiatives as well as serve as a representative for the SCGA and SCGA Foundation to members, donors and the public by performing the duties as outlined below. To be successful in this position, the Coordinator will have to be self-motivated, work well in a team, have an entrepreneurial spirit, and have the desire and passion to help SCGA Junior Golf Foundation continue to grow.

The work schedule will be Monday through Thursday and every other Friday (track off scheduling). Medical, dental and vision benefits are offered in addition to a 401k and pension plan.

Essential Responsibilities Include:

Development Activities:

- 🌐 Manages all aspects of the PGA Tour ticket sales and sweepstakes programs and supports all charitable partnerships for SCGA Junior Golf Foundation.
- 🌐 Supports all grant research and writing for SCGA Junior Golf Foundation.
- 🌐 Supports the annual fund and major gift programs via donor reviews, research, mailings, etc.



- 🌐 Manages the Golf-A-Thon, PYD community fundraisers, and supports all other special events including prospecting, collateral, recruitment, in-kind donations, auction items, and registration.
- 🌐 Manages SCGA fundraising initiatives including portal giving, tournament registration gifts, and membership rebate donations; oversees donor education through communications for these audiences.
- 🌐 Supports development-based committees and provides appropriate collateral and donation support as needed.

Communications and Marketing Activities:

- 🌐 Works with manager and the communications team on various communications activities and the SCGA Junior website.
- 🌐 Ensures that regular donor communications are developed and sent. Works regularly with SCGA Communications and Marketing team in concept development and creation.
- 🌐 Supports the development of the Annual Report.
- 🌐 Supports content ideas for social media.

Administrative and Programming Activities:

- 🌐 Manages the donor database on a day-to-day basis including inputting all gifts, coordinating follow up, providing reports, updating/cleaning data, running regular processes and updating data. Supports monthly and annual mailings via printing, mailing, etc. Also provides reports for accounting and programming as needed.
- 🌐 Responsible for all updates to SCGA and Foundation contacts in the donor database and CRM.
- 🌐 Manages the Ambassador Club including donor fulfillment.
- 🌐 Manages donation and event pages for all development purposes.
- 🌐 Provides customer service across the entire organization including answering calls and emails and assisting and resolving customer issues with all programming and development areas at the basic level.
- 🌐 Manages the scholarship program through Survey Monkey software and CRM to ensure scholarship checks are sent and the scholar community members are engaged throughout the year.

Plus other duties as assigned.

Demonstrated Skills, Abilities and Competencies:

- 🌐 Must have excellent oral and written communication skills.
- 🌐 Must be detailed oriented, well-organized, and have strong analytical and interpersonal skills.
- 🌐 Must be proficient in using computers and software programs such as word processing, spreadsheet, contact management or database, and other Windows software.
- 🌐 Must have the capability to learn and use program and fundraising software as required to perform job duties.



- 🌐 Ability to solve practical problems and deal with a variety of concrete as well as abstract variables in situations where only limited standardization exists.
- 🌐 Ability to read, analyze, and interpret general business or trade periodicals, professional journals, technical procedures, and governmental regulations.
- 🌐 Ability to write memos, reports, correspondence, procedure manuals, and other documents.
- 🌐 Ability to effectively present information and respond to questions from Board members, managers, employees, members, donors, parents, youth, and the general public.
- 🌐 Ability to read and comprehend written or oral instructions, correspondence, and memos.
- 🌐 Ability to operate a car safely.
- 🌐 Must have a valid driver's license and provide proof of insurance.
- 🌐 Requires some travel as necessary (by car and/or airplane) as well as work on weekends and evenings.
- 🌐 Must complete a background check.

Education and Experience:

- 🌐 Bachelor's degree from a four-year university preferred.
- 🌐 Experience working with a donor database (Salesforce preferred) and successful grant writing experience is preferred.
- 🌐 Golf knowledge is preferred.
- 🌐 Previous communications experience is a plus.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to see, talk, hear, and use hands and fingers in performing majority of work. The employee is frequently required to reach with hands and arms. The job requires employee to have dexterity in using telephone, computer keyboard, mouse and calculator while seated at a desk and must be able to demonstrate golf skills/ability/lessons. The employee is required to stand, walk, climb or balance. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to operate standard office equipment, such as computer, calculator, fax machine, photocopier, etc.



Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in both an office environment and outside for the instruction program, and the noise level is usually quiet to moderate.

To Be Considered as a Candidate:

Applicants must submit a cover letter and resume to Jennifer Seislove (jseislove@scga.org) as soon as possible, with the subject line: Development Coordinator. Open until filled.

SCGA Junior is an Equal Opportunity Employer. In addition, the organization will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.