



Job Announcement: Development Associate (Part-Time)

Reports To: VP, Development

Position Type: Part-Time, Non-Exempt

Hours: 20–30 hours per week

Compensation: \$15–\$20/hour

About Us

First Tee — Triangle has been creating experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee — Triangle creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at golf courses, schools, and community centers throughout our service area.

Position Summary

The Development Associate is a part-time position that provides essential administrative and operational support to the President/CEO and VP, Development. This role is ideal for someone who is passionate about the mission of First Tee — Triangle and eager to grow their career in nonprofit development. The Development Associate will assist across all areas of the development department from donor communications and database management to event logistics and sponsorship support, helping the team operate efficiently and effectively. This position offers the opportunity to gain broad exposure to nonprofit fundraising and may evolve into a full-time role for the right candidate.

Responsibilities

Administrative & Development Support

- Provide day-to-day administrative support to the VP, Development and President/CEO
- Assist with scheduling, correspondence, and preparation of development-related materials
- Draft and proofread donor communications, letters, emails, and reports
- Help prepare presentations, meeting materials, and board reports as requested
- Support cross-departmental coordination and communication on fundraising initiatives

Donor Relations & Database Support

- Process gifts and generate timely, accurate acknowledgment letters
- Maintain and update donor records in the organization's CRM
- Assist with donor segmentation and list preparation for campaigns and appeals

- Support donor stewardship activities, including acknowledgment mailings and recognition efforts
- Help track donor retention metrics and pull reports as directed by the VP Development

Event & Sponsorship Support

- Assist the development team with logistics and administrative tasks for all fundraising events, including the signature October gala and Old Chatham Golf Tournament
- Support sponsor recognition efforts, including preparation of materials and fulfillment tracking
- Assist with vendor coordination, volunteer communication, and day-of event support
- Provide on-site event support as needed, including occasional evenings and weekends

Annual Fund Support

- Assist with preparation of annual fund mailings and email campaigns
- Special Projects for CEO
- Support donor acquisition and retention initiatives as directed
- Help track campaign performance and prepare summary reports
- Assist with segmenting donor audiences for targeted outreach
- Other duties as assigned

Qualifications

- Genuine commitment to the mission of First Tee — Triangle and its core competencies: communication, continuous improvement, professionalism, flexibility, and accountability
- Associate's or Bachelor's degree in business, marketing, communications, nonprofit management, or related field preferred or equivalent work experience
- 1+ years of experience in an administrative, nonprofit, or customer-facing role preferred
- Experience with donor databases or CRM software a plus (Bloomerang preferred)
- Strong organizational skills and exceptional attention to detail
- Proficiency with Microsoft Office applications, especially Word, Excel, and Outlook
- Strong written and verbal communication skills
- Ability to handle confidential donor information with discretion
- Self-starter who can work independently and manage multiple tasks
- Availability for occasional evenings and weekends for events
- Must complete and pass all background checks and child safety courses

Benefits

- Mileage Reimbursement
- Equipment Discounts with Partnered Golf Merchants
- Family Golf Membership at First Tee — Triangle's Home Facility, TriGolf

Growth Opportunity

This position is designed with growth in mind. A high-performing Development Coordinator will have the opportunity to expand their responsibilities and be considered for a full-time role within the development department as the organization continues to grow.

To Apply

Please submit your resume and cover letter to Rebecca Kelly via Rebecca@FirstTeeTriangle.org. First Tee – Triangle has the right to accelerate or extend the closing date of this position at any time.

Equal Employment Opportunity Statement

First Tee – Triangle is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.