



**Job Description**  
**Community Impact Coordinator**

**Job Summary**

The Community Impact Coordinator is accountable for developing and implementing a community impact strategic plan while delivering performance over time in line with agreed upon goals. The Coordinator will serve as the organization's advocate and contact in developing and nurturing relationships with community leaders, golf facilities, schools, districts, youth serving organizations, donors, and others as needed to create a positive image and develop new opportunities for programming and financial development. In addition, the Coordinator will represent the organization at community events and embody the organization's mission and core values. This position will spend a great deal of their time outside of the office spreading the awareness and opportunities for First Tee – Pikes Peak, to be successful, the ideal candidate for this position must be service-oriented, have outstanding communication skills, strong interpersonal and organizational skills, an optimistic 'can do' attitude, and a self-starter who can work alone without direction.

**Reports to:** Executive Director

**Employment Status:** Full time

**Duties and Responsibilities**

Community

- With the input from the Executive Director, develop and implement a Community Impact strategic plan, including objectives for major opportunities of organizational growth, philanthropic efforts, stakeholder relationships and brand perception/reputation
- Responsible for expansion into other geographical service areas; Teller County and Pueblo County
- Identify, recruit and maintain relationships with strategic program affiliate sites/locations within current and future Chapter service areas, including golf facilities, schools and youth service organizations
- Promote First Tee's mission, goals, purpose and programming through current and future service areas to help recruit participants, sponsors, funders and volunteers
- Help with the overall marketing of the organization to the community by creating, implementing, and overseeing the execution of external communications that grows awareness, youth participation, and volunteer involvement while driving new individual and corporate donor dollars
- Assist in developing and maintaining special media relationships and partnerships

- Represents First Tee – Pikes Peak through membership organizations in order to support the organization and cultivate donors
- Help bring awareness to the organization via speaking to civic groups, schools, other organizations, churches, businesses, etc.
- Organize and host information booths at student, community and non-profit events to promote chapter programming opportunities and events
- Network with other Chapter colleagues and exchange best practice ideas

### Fundraising

- Guide and direct the strategy, development, and execution of annual giving and major donor strategies
- Works to cultivate existing and new donor relationships (individual, corporate, and foundation) with the intent of sustaining and increasing the relationship with the donor
- Solid ability to cultivate and solicit donations at major gift levels
- Research and write grant proposals in partnership with the Executive Director
- Assist in soliciting in-kind donations
- Increase, strengthen and diversify the organization's funding sources
- Assisting the Executive Director in planning, organizing, and directing current and future fundraising activities and events
- Solicit sponsorships and donations from individuals, corporations, and foundations for fundraising activities and events
- Preparing accurate records, reports, and maintaining a fundraising database

### **Preferred Qualifications**

- Significant experience developing, organizing, and executing community relations programs, initiatives, campaigns and events
- Anticipates and balances the needs of multiple stakeholders, both internal and external
- Strong oral and written communications skills with the ability to handle complex and difficult situations with thought and confidence
- A strategic planner with sound technical skills, analytical ability, good judgment as well as an operational and detail-oriented perspective
- High attention for detail and possess very strong organizational skills
- Charismatic, personable, and motivational in working with many different stakeholders
- Able to travel to attend academies, regional and annual meetings and for expansion opportunities within the state
- Ability to work well independently and collaboratively within a team environment
- Highly professional demeanor

**Compensation:** Compensation will be commensurate with qualifications

**To Apply:** Email your cover letter and resume to [sandy@firstteepikespeak.org](mailto:sandy@firstteepikespeak.org)