



POSITION: DEVELOPMENT ADMINISTRATOR

SUMMARY

Youth on Course is nationally recognized non-profit based in Pebble Beach, CA serving more than 30,000 youth through subsidized rounds of golf, high school internships, caddie programs and college scholarships. The organization is currently experiencing rapid national growth through a unique licensing model with other state and regional golf association foundations in 19 states. Born from the Northern California Golf Association Foundation, Youth on Course seeks a highly motivated, detailed, and disciplined administrator with a specific focus on fundraising support. Accurate, robust data and documented procedures are essential to successful development operations and candidates must be willing to dig-in and get their hands dirty. Youth on Course provides a fast paced and fun environment in an incredible physical setting. The development administrator reports directly to the director of development but the ability to work with, and for, other team members is vital.

Major responsibilities:

DATA

- Process and enter all gifts to Youth on Course into the Salesforce database.
- Maintain accurate donor and prospect records for use by the development team.
- Produce and edit acknowledgment letters and receipts for all gifts to Youth on Course.
- Develop and produce donor and gift reports to support development strategy.
- Provide supporting data and information for the development initiatives and assist DOD and ED in developing written proposals to foundations and other potential donors.
- Produce the data for the Annual Report working closely with the Marketing Manager.
- Establish a cooperative working relationship with the accounting department to ensure accurate financial information.

DONOR and INTERNAL RELATIONS

- Execute and market a comprehensive, written plan for stewardship – for ongoing support and for gifts associated with other fund raising initiatives.
- Conduct an annual audit of endowed and restricted funds to ensure they are accurately awarded according to the donors' wishes.
- Provide input and execute a recognition program for donors to Youth on Course, including correspondence, gift reports, events, signage, etc.
- Assist ED and DOD with wealth screening and event research.
- Ensure confidentiality of Youth on Course information.

ADMINISTRATIVE DUTIES

- Assist with planning, development, and logistics of organization's events.
- Answer incoming phone calls from donors, partners, and members as appropriate.
- Lead travel planning and arrangements for ED and DOD.
- Other duties as assigned.

What we expect you to bring to the table:

- Superior written, oral and organizational skills; highly effective at multi-tasking
- Ability to communicate effectively with all members of the Youth on Course community
- Supreme attention to detail (donors expect it and so should you)
- Experience in managing records and a proficient knowledge of database systems (Salesforce.com) and Microsoft Office Suite
- Strong familiarity with the non-profit environment and golf
- Ability to work on multiple tasks with interruptions in an energetic, team environment
- Ability to work well under pressure with periodic heavy workloads
- Passion for helping youth gain access to life changing opportunities
- Positive attitude and sense of humor – every day will not be perfect but our growth plans are exciting and we want someone who can stay cool under pressure, is a pleasure to work with, and supports their fellow teammates
- A Bachelor's degree

What Youth on Course brings to the table:

- An open, communicative, and results-driven work environment
- Opportunities to continue improving your skills through ongoing education (conferences, classes, as necessary)
- A beautiful place to work as our offices are located at Poppy Hills GC inside the gates of Pebble Beach, CA
- Some pretty amazing perks: deep discounts on food and golf equipment, complimentary golf at Poppy Hills/Poppy Ridge, and of course an occasional ice cream (when it's hot) or beverage (we celebrate wins of all sizes)
- A seriously legit benefits package that includes: competitive salary, outstanding medical, dental and vision insurance, and excellent 401k and profit-sharing plans

Compensation and title are competitive and depend upon past experience and qualifications. The position will be based in Pebble Beach and report directly to Jeff Clark, Director of Development. The Northern California Golf Association is an Equal Opportunity Employer.