



JOB DESCRIPTION

SENIOR DIRECTOR OF DEVELOPMENT

Job Title: Senior Director of Development

Department: Development

Reports To: Chief Development Officer

FLSA Status: Exempt

Location: Bay Area, California (Hybrid/Remote with frequent regional travel)

Organizational Overview

Youth on Course is a non-profit organization dedicated to providing life-changing opportunities for young people through golf. With a mission to help kids succeed on the course and in life, we offer memberships for subsidized golf, academic scholarships, travel, and paid internships. Since our founding, we have impacted hundreds of thousands of kids and facilitated millions of rounds of golf. We are seeking a dynamic fundraising leader to join our team during a period of significant growth and expansion.

Position Summary

The Senior Director of Development is a key leadership role responsible for designing and executing a comprehensive fundraising strategy to support Youth on Course's ambitious goals. Based in the Bay Area, you will focus on securing major gifts (\$25k+) cultivating a portfolio of high-net-worth individuals.

You will serve as a front-line fundraiser, managing a portfolio of approximately 120-150 major and principal gift donors and prospects. This role requires a strategic thinker who can balance "closing the ask" with the long-term cultivation necessary to build a sustainable pipeline of support in the competitive Northern California philanthropic market.

Key Responsibilities

Major Gifts & Portfolio Management (80%)

- Manage and qualify a portfolio of 100-125 major gift prospects and donors capable of making five-, six-, and seven-figure gifts.
- Develop and implement customized cultivation, solicitation, and stewardship strategies for each donor, moving them effectively through the fundraising cycle.
- Conduct a minimum of 12-15 meaningful donor meetings per month (virtual and in-person) throughout the Bay Area and key regions in Northern California.
- Prepare detailed briefing materials, proposals, and impact reports tailored to donor interests.
- Personally solicit gifts and serve as the primary liaison between the organization and top-tier supporters.

Strategy & Leadership (20%)

- Collaborate with the CDO and Development Team to identify, engage, and solicit their networks.
- Utilize the CRM (Salesforce or similar) to track moves management, forecast revenue, and analyze portfolio performance.
- Represent Youth on Course at networking events, golf outings, and community functions to elevate the organization's profile.
- Support the execution of regional fundraising events to cultivate and steward local donors.



Qualifications

- **Education:** Bachelor's Degree
- **Experience:** Minimum of 8-10 years of progressive fundraising experience, with a proven track record of personally securing five- and six-figure major gifts.
- **Geographic Expertise:** Deep knowledge of the Bay Area philanthropic landscape, including family foundations, high-net-worth individuals, and corporate giving trends.
- **Moves Management:** Demonstrated expertise in strategic prospect qualification, cultivation, solicitation, and stewardship.
- **Self-Starter.**
- **Communication:** Exceptional written and verbal communication skills with the ability to articulate Youth on Course's mission to diverse audiences. Comfortable presenting to boards and high-level donors. A positive, professional attitude and sense of humor.
- **Tech Savvy:** Proficiency in CRM databases (e.g., Salesforce) and Google Suite.
- **Passion:** A genuine passion for the mission of Youth on Course and a belief in the power of youth development through golf. (Golf knowledge is a strong plus, but not mandatory if the candidate demonstrates a quick ability to learn the "golf for good" space).
- **Travel:** Ability to travel regularly throughout the Bay Area and occasionally nationally. Must have a valid US Drivers License and have access to reliable transportation.

Compensation & Benefits

- **Salary Range:** \$145,000 - \$165,000 (commensurate with experience).
- Performance-based bonus/incentive opportunities.
- Comprehensive benefits package including health, dental, vision, and 401(k) matching.
- Generous PTO and flexible work schedule.
- The opportunity to impact thousands of young lives through the game of golf.

Work Schedule:

- Typically, Monday through Friday, 8am to 5pm.
- Some late nights and weekend work required.
- Travel 50% of the job.

Physical & Environmental Demands:

Typical Working Conditions:

- Usually indoors in a controlled environment, sitting at a desk, and working on a computer.
- Some time spent working outdoors at events and fundraisers.
- Very occasional exposure to extreme weather (cold and heat), high winds, loud noises, flying objects (golf balls).
- Required to travel up to 75% of the time, including driving and air travel.

Equipment Used:

- Microsoft Office suite and Google Drive suite
- Salesforce
- Basic 10-key skills

Essential Physical Tasks:

- Continuously required to talk and hear.
- Continuously is required to sit, occasionally required to stand and walk.



- Specific vision abilities required by this job include close vision.
- Employee is occasionally required to lift up to 10 pounds, rarely up to 50 pounds (but typically less).

Analysis of Physical and Mental Demands:

Key (Based on typical week):

N=Never

F= Frequent (34%-66% of time)

R= Rarely (Less than 1 hour per week) C=Constant (over 66% of time)

O=Occasional (1%-33% of time)

ACTIVITY	FREQUENCY					ACTIVITY	FREQUENCY				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 pounds			x			Reaching over shoulder		x			
11-20 pounds		x				Reaching overhead		x			
21-50 pounds		x				Climbing (steps, ladders)			x		
Over 50 pounds	x					Crawling		x			
						Kneeling		x			
<i>Pushing/Pulling</i>						Squatting		x			
Under 10 pounds			x			Sitting				x	
11-20 pounds		x				Walking			x		
21-50 pounds		x				Standing			x		
Over 50 pounds	x					Bending		x			
<i>Other</i>						<i>Mental</i>					
Typing/Keyboard				x		Think analytically					x
Grasping/Holding			x			Perform calculations				x	
Repetitive Motion – Feet			x			Read/Comprehend					x
Repetitive Motion - Hands			x			Oral communications					x

ADDITIONAL NOTES:

While this is intended to be a reasonable reflection of the position duties, management reserves the right to revise and/or assign additional tasks as circumstances warrant. Annually, performance standards will be reviewed and updated to reflect any additional critical tasks required of this position.