



Title: Director of Development, Caddie Scholarship Foundation, New Jersey State Golf Association (NJSGA)
Location: Kenilworth, New Jersey
Reports to: Executive Director, NJSGA

Position Summary:

Management of the NJSGA Caddie Scholarship Foundation (CSF) and Evans Scholars Foundation (ESF) relationship. Responsible for all aspects of CSF business with an emphasis on fundraising. The primary duty is the performance of office or non-manual work directly related to the management and operations of the NJSGA Caddie Scholarship Foundation, including the exercise of discretion and independent judgment with respect to matters of significance. Responsibilities include, but not limited to, solicitation of donations, record keeping, recognition of contributions, scholar and alumni relations, and development of content for publications, website, and social media.

Duties Include:

1. Oversight of day-to-day business relating to caddie scholarship
 - Develop an action plan for fundraising including but not limited to Par Club donations
 - Develop new sources for donations such as foundations, bequeathments corporate giving and an alumnus giving campaign
 - Visit member clubs and their representatives on a regular basis
 - Expand the base of clubs that support the CSF
 - Identify and pursue opportunities to create new youth caddie opportunities
 - Track and report on meetings with clubs, club representatives and other donors
 - Work with high school students, especially from underserved communities, on caddie opportunities and scholarship applications
 - Expand Alumni communications
 - Manage/maintain/foster relationships with allied associations (PGA Section, MGA, GAP, etc.)
 - Schedule and participate/run meetings of alumni, committee, and trustees
 - Contribute to the NJSGA official publication, *New Jersey Golf* and website, www.njsga.org, with specific focus on CSF and ESF

2. Assist other staff and board members as assigned. Areas would likely include:
 - Membership services, handicapping, course rating
 - Partnership fulfillment
 - Tournament administration

Knowledge, Education, Skills & Abilities:

- Demonstrated ability in fundraising
- Outstanding interpersonal skills: the ability to navigate complex relationships with a variety of constituents including caddies, parents, alumni, donors, outside operations managers, golf professionals and ESF Directors
- Strong leadership skills and experience working with a team on multiple tasks concurrently
- Excellent organizational skills
- Strong administrative skills including tracking club visits, donations, managing accounts of special and restricted scholarships, joint fundraising with ESF
- Exceptional written and verbal communication skills including development (PowerPoint) and deliver of presentations
- Planning and implementation of the objectives of the CSF

- Oversight of the CSF fiscal budget working with the CSF Chairman and NJSGA Treasurer to monitor all checking, savings, investments, and expenses related to the CSF
- Strong knowledge and experience with the Microsoft Office Suite and database software (e.g., Raiser's Edge)
- Knowledge of FAFSA process and forms
- Courteous and professional demeanor is required
- Position will entail evening and weekend work hours

This is a salary, exempt position with health benefits and a 401K.

About the New Jersey State Golf Association:

The NJSGA is a non-profit organization of public and private clubs and courses dedicated to the service of golf in New Jersey. Founded in 1900, our mission is to promote and preserve the traditions of the game of golf in the State of New Jersey. For nearly 125 years this fundamental principle continues to guide the NJSGA.

About the NJSGA Caddie Scholarship Foundation:

The NJSGA Caddie Scholarship Foundation has been providing financial assistance to deserving member club caddies pursuing higher education for 75 years. Since the beginning more than \$16 million in college scholarship have been awarded to nearly 3,100 caddies. Caddie scholars are selected based on their academic performance, financial need, and length and quality of service as a caddie. Scholarships are renewable for up to four years of undergraduate study.

PLEASE SUBMIT ALL MATERIALS (COVER LETTER, RESUME, MINIMUM THREE (3) REFERENCES, AND SALARY EXPECTATIONS) VIA MAIL OR EMAIL NO LATER THAN June 15, 2022 TO:

Kevin Purcell, Executive Director
New Jersey State Golf Association
3 Golf Drive – Suite 206, Kenilworth, NJ 07033
Email: kevinp@njsga.org