

Job Description

The Golf Fundraising Director (GFD) is the primary overseer of the golf fundraising event and the responsible agent for the conduct and success of the Golf Fundraising Committee (GFC). The major responsibility of the GFD is to supervise the conduct of the weekly tasks required of the golf fundraiser so that the organization's leader does not have to maintain that same focus on the event.

The GFD works directly with the Kingdom Corporate Golf consultant as the you and the consultant guide the GFC down the strategy for conducting an extremely effective golf fundraising event.

General

The objective of the Golf Fundraising Event for which you are the GFD is to raise as much money as possible for the organization by forming, training and empowering the GFC. The GFC will develop and implement a proven fundraising template and formulate a specific strategy for this particular organization around this 'golf' event. This is year one of this specific event and the progress made during this event will serve as a basis for expanding the successes of the follow-on events in the future.

We appreciate your commitment to this great event. You will be overseeing a Team of committed people who will have specific roles to play and tasks to perform. You are not expected to 'do' everything. We are asking you to work with your GFC and implement the proven techniques to raise the most amount of money for the event and provide such a great golf tournament experience for the participants that they will want to immediately sign-up for the next year's event and tell their golfing buddies and sponsors that they need to participate in our event for next year.

The Golf Fundraising Committee

The Golf Fundraising Committee (GFC) consists of the following positions as a minimum;

The Golf Event Chair	The Prize and Gift Committee Chair
The Golf Fundraising Committee Chair	The Auction Committee Chair
The Sponsorship Committee Chair	The AdBook Committee Chair
The Golfer Committee Chair	The Facilities Committee Chair

The GFD performs the following;

1. Work directly with the organization's responsible staff member (lead) to identify the golf fundraising event goals and objectives.
2. Become familiar with the use of the Golf Digest Planner (GDP) website and its uses as a managerial tool for the event.
3. Coordinate with the Golf Event Chair (GEC) 'face' to ensure the GEC is aware of the goals and objectives of the event, the major events requiring the GEC's attendance as well as establishing regular communication with the GEC to help with their outreach and to keep them informed of the progress of the Team.

Golf Fundraising Director

4. Assist in the recruitment of the Sponsorship Committee Chair and subordinate Committee members as well as the Golf Committee Chair, and other committee chairpersons.
5. Work directly with the Sponsorship Committee Chair (SCC) in the formulation of a sponsorship strategy for the specific golf fundraising event. Communicate the fundraising goals and objectives of the organization for the event and works with the Chair to identify possible sponsorship prospects, and packages. Review outreach opportunities and results from the SCC and file reports from SCC activities. Assist in recruitment of Sponsors as needed. Regularly review GDP and sponsorship reports to know the status of sponsors each week, as a minimum.
6. Work directly with the Golf Committee Chair (GCC) in identifying committee goals and objectives. Ensure GCC follows the timeline and is using the Golf Digest Planner (GDP) for registration of golfers and regular dispatch of emails from GDP to the golfers for payment and other information updates. Regularly review GDP and golfer reports to know the status of golfers each week, as a minimum.
7. Work directly with the Gift and Prize Chair (GPC) to identify packages that are high-quality, yet, cost effective. Ensure the GPC establishes a timeline for identification of packages, ordering and reception of packages in order to have them available for the event in plenty of time. Work with GPC to solve any logistics issues that may arise.
8. Work directly with the Auction Committee Chair (ACC) to establish auction goals and to monitor progress.
9. Work directly with the AdBook Committee Chair (AdCC) to establish AdBook goals and to monitor progress.
10. Work directly with the Facilities Chair (FC) for scheduling of golf course, meeting rooms, logistical requirements and problem solving to ensure adequate facilities are identified, planned, obtained, scheduled, etc. to support the event.
11. Recruit an assistant GFD to assist in the use of the Golf Digest Planner, production of reports and organization of event information/support.