



John P Burke Memorial Fund Executive Director Position

Position Overview:

The Executive Director is responsible for the oversight and management of the John P Burke Memorial Fund. The Burke Fund is a 501 (c) (3) charity and is dedicated to assisting students with financial assistance, who have worked at least two years at a golf club, to reach their academic goals.

Essential Duties and Responsibilities:

- Oversight of day to day business and operations
- Fundraising
- Solicitation of new and existing donors
- Develop and grow working relationships with area golf clubs
- Daily accounting and record keeping
- Public relations (including; maintaining the website, social media posts, email blasts)
- Develop and expand the scholar alumni network
- Work closely and participate with board committees

Position Requirements:

- Demonstrated ability in fundraising.
- Working knowledge of Microsoft Office products.
- Ability to travel (no overnights).
- Strong verbal and written communication skills.
- Strong record keeping abilities and organizational skills.
- Ability to work within timelines and meet appropriate deadlines.
- Knowledge and passion for the game of golf.
- Ability to plan, execute, and manage fundraising events.

Education and Experience:

- Bachelor's degree or higher level of education.
- 4+ years work experience.

Compensation and Benefits:

- Salary and benefit package are commensurate with experience, education, and qualifications.