



The **J. Wood Platt (JWP) Caddie Scholarship Trust** was created in 1958 and is the official charity of the Golf Association of Philadelphia (GAP).

Since its inception in 1897, GAP has celebrated golf in Philadelphia as the oldest regional or state golf association in the United States. GAP promotes the game of golf and provides many opportunities for more people across the region to enjoy the game of golf.

The JWP Scholarship mission is to financially aid deserving caddies in their pursuit of higher education. In the last 60 years, more than 3,500 young men and women have received \$22 million in aid. In the upcoming 2020-21 academic year, 145 caddies are receiving more than \$1.2 million.

THE POSITION

The JWP Development Assistant is a newly created role within a quickly growing development department. This position will provide crucial support in the areas of donor relations and donation management. The position is part-time (approx. 20 hrs/week), non-exempt and paid on an hourly basis.

Responsibilities:

- Maintain accurate and complete records in the donor database;
- Process and record all donations in keeping with best practices in Development;
- Assist in researching prospects as appropriate;
- Manage donation acknowledgements;
- Produce relevant reports;
- Collaborate closely with the Director of Development (DOD) and on-staff CPA on all tasks related to database/donation management;
- Along with the DOD, serve as a point of contact for donor donation questions;
- Along with DOD, serve as a point of contact for volunteers and staff to assist with information requests

Qualifications

A background in development work is preferred though not required. Particular skills and characteristics we seek in candidates are:

- An energetic, curious, customer service-oriented personality;
- Great attention to work accuracy, timeliness and completeness;
- Aptitude with technology: Microsoft Office and willingness to thoroughly learn donor database (Little Green Light);
- Team player who can also work independently, prioritize, take initiative and problem-solve;

- A high degree of integrity and discretion

The work culture at JWP/GAP values a conscientious, hard worker who enjoys being an integral part of a fun, dynamic, highly-collaborative team. We enjoy our work! For the idea candidate, a flexible work schedule may be possible.

Location 1974 Sproul Road, Suite 400, Broomall, PA 19008

Salary Commensurate with experience and qualifications

Benefits Include health, life & disability insurance, 401k, mileage and medical/dental reimbursement

Apply Please forward a cover letter and résumé to:

Golf Association of Philadelphia
1974 Sproul Road, Suite 400
Broomall, PA 19008
Attention: Employment Opportunity

Or e-mail résumé to jobs@gapgolf.org with “JWP Development Assistant” in subject line

For more information about the Golf Association of Philadelphia and the J. Wood Platt Caddies Scholarship Trust, please visit www.gapgolf.org.

Application Deadline: Position open until filled.