



## Muskegon Area Director

Position Posted: January 3, 2020

Apply Before: March 1, 2020

[Watch this video for an overview of The First Tee: https://www.youtube.com/watch?v=py0mtv16s64&t=1s](https://www.youtube.com/watch?v=py0mtv16s64&t=1s)

**Chapter Name:** The First Tee of West Michigan  
**Salary/Wage:** Full-time, Exempt, Commensurate with experience  
**Location:** Muskegon, MI

**Job Category:** Full-time employee  
**Relevant Work Experience:** See Below  
**Career Level:** 2+ years experience  
**Preferred Education Level:** Bachelor's Degree

### Foundation and Chapter Overview

The Lake Michigan Junior Golf Association was established in December of 2006 to provide junior golf tournaments in West Michigan to all youth. In 2011, The Lake Michigan Junior Golf Association shifted its focus to establishing a chapter of The First Tee in West Michigan. On June 23, 2011, The First Tee of West Michigan officially became a chapter of The First Tee.

The First Tee of West Michigan is one of 150 chapters worldwide that are part of a global non-profit youth initiative. The First Tee was created in 1997 by the World Golf Foundation to use golf and character education to provide young people of all ethnic and economic backgrounds an opportunity to develop life-enhancing values such as honesty, integrity and sportsmanship. By engaging youth in a combination of life skills, leadership and golf activities, they are exposed to positive traits that will help them become valuable assets to their community and eventually achieve success in life. The First Tee Life Skills & Golf Experience is the unique component that sets The First Tee apart from many other successful junior golf programs.

At The First Tee of West Michigan, we are highly focused on reaching out to at-risk and disadvantaged youth. We want our participants to see the beauty of the golf course, learn the skills they need to succeed in life, and build relationships with those who care for their well-being. In 2019, we worked with more than 1,200 participants, and managing a nonprofit donor base of more than 1,500 active individuals.

### Position Description

2019 marked the most successful year The First Tee has ever had in Muskegon. Muskegon grew to serve 204 young people in 2019 (up from 141 in 2018), provided programs at four golf courses (up from two in 2018) and raised more than \$100,000 (up from \$50,000 in 2018). Due to this growth, the full-time Muskegon Area Director position was created.

This newly position will be charged with cultivating, developing and stewarding relationships in the Muskegon area, including with potential donors, parents, participants, and volunteers. In addition to raising the funds necessary for the area, The Muskegon Area Director provides overall management of fiscal and program operations in the Muskegon community as well. The ideal candidate for this position has outstanding communication skills, is entrepreneurial by nature, a self starter, has strong interpersonal and organizational skills, an optimistic 'can do' attitude, and can work alone without direction. The ideal candidate also has fundraising experience, a knowledge of the game of golf, experience working with kids, and strong writing and communication skills. A Bachelor's degree in Professional Golf Management, Business, Communications, or Sports Management is preferred. A PGA Professional is preferred.

## Job Summary

### Essential Job Functions:

- Increasing, strengthening and diversifying the organization's funding sources in Muskegon, including individuals, corporations and foundations.
- Donor and volunteer development and cultivation
- Must enhance the relationship between The First Tee and its families and volunteers in Muskegon
- Recruiting a diverse and hard-working group of individuals to serve on the Muskegon Advisory Committee
- Recruiting new volunteer/mentors for the program, as well as Lead Coaches to lead class
- Participating in public speaking engagements on behalf of The First Tee and represent the agency at events, meetings, and conferences.
- Leading (Coaching) The First Tee's six-class sessions and various other parts of programming with students age 7-17 multiple evenings per week (3-4), and can work on Saturday mornings.
- Communicating frequently via electronic communication with headquarters in Grand Rapids
- Commuting to Grand Rapids 2-3 times per month
- Willingness to work from home to start.
- Sending email and communicate via phone with various constituencies on a frequent basis.
- Ability to quickly learn systems and technology to leverage existing relationships and create new ones, all while keeping others on the team informed.
- Represent the Chapter's brand image to the public.
- Managing The First Tee of West Michigan's Muskegon budget, including monitoring and submitting receipts, donations and program fees.



## Qualifications

The following characteristics are necessary for success in this position:

### Communication Skills

- Strong use of the written English language, including grammar, spelling, and punctuation
- Quick response time via phone, email, text, and other electronic communication
- Active listener
- High emotional IQ
- Not afraid of 'the Ask'

### Technical Skills

- Ability to type quickly and effectively (60 words per minute minimum)
- Computer savvy
- Comfortable learning online database systems
  - Hubspot, G-Suite (Google), Salesforce, Slack, and all social media platforms are used with frequency

### Personal Characteristics

- A love for youth (age 7 to 17)
- A heart for students from challenging life circumstances
- A passion for the game of golf
- Entrepreneurial
- Self-starter
- High Integrity
- A servant heart
- High attention to detail
- Strong memory
- Ability to focus in a high-energy environment (open office)
- Flexible
- Organized
- Personally Accountable to high standards of achievement
- Outcome driven
- Efficiency Seeker
- Challenger
- Patient

## Job Benefits

- Mileage reimbursement for in-work travel
- 3% Simple IRA Match
- Flexibility of schedule

## Interested?

Please submit a cover letter, resume, and salary requirements to the following email:

[hr@thefirstteewestmichigan.org](mailto:hr@thefirstteewestmichigan.org)

Contact: Chad Herman, Administrative & Accounting Coordinator and Taylor Haudek, Program Director

Telephone: 616-208-1177

Website Address: [www.thefirstteewestmichigan.org](http://www.thefirstteewestmichigan.org)