



## Position

Executive Director, First Tee Savannah

## First Tee - Savannah Chapter Overview

First Tee is relaunching its newest chapter in historic and beautiful Savannah, Georgia. As a part of an international network of more than 140 chapters, First Tee - Savannah is set to make a major impact on Savannah's rapidly growing and extremely diverse youth population. Always considered one of the top southern cities to call home, Savannah has a beautiful year-round climate, diverse residents and a strong golf community. The newly formed First Tee - Savannah is looking for a dynamic leader to help launch and grow the chapter across the Savannah region.

Created in 1997 by the PGA TOUR and the World Golf Foundation, First Tee has been using golf to provide unique growth opportunities and learning experiences to all kids, no matter their background. First Tee chapters implement game changing programs with trained coaches in multiple environments such as golf courses, schools and in after-school programs.

## Mission Statement

First Tee exists to enable Savannah-area youth to build the strength of character that empowers them through a lifetime of new challenges. By seamlessly integrating the game of golf with life skills curriculum, they create learning experiences that build inner strength, self-confidence, and resilience that they will carry to everything they do.

## Job Summary

Under direction of the Board of Directors and with support from First Tee HQ, the Executive Director provides overall management of all fiscal and program operations, implements policies established by the Board, evaluates program and service data, and provides detailed reports to the Board of Directors. The Executive Director's primary focus will be partnering with the Board to establish fundraising practices that ensure the chapter's impact and sustainability. The Executive Director is an advocate providing public education and information services. The Executive Director works with the Board of Directors and other staff to develop, implement, evaluate and maintain programs, services and activities, which fulfill the mission and goals of The First Tee.

## Duties and Responsibilities

### Board Interaction:

- Partner with the Board to outline and implement effective governance practices
- Share in the development of the Business Plan and oversee its implementation
- Prepare for and actively participate in all board meetings
- Develop, review and implement effective personnel policies and procedures
- Develop work plans for the Board and major committees

### Fundraising:

- In partnership with the Board, oversee the development and implementation of a multi-faceted fundraising plan that draws various levels of support from the chapter's entire service area.
- Maintain and regularly communicate with the First Tee donor database
- Identify and cultivate major donors and corporate gifts
- Plan and execute successful fundraising events (in-person, digital, peer-to-peer, etc.)
- Design and implement a strong annual fundraising campaign (mail, digital, and social)
- Research and write grant proposals

### Programming:

- Oversee the Program Director, and their development of training materials
- Work with the Program Director to expand and develop new program opportunities with golf course, school and after-school partners
- Solicit equipment donations and negotiate vendor discounts

### Public Relations/Communication/Events

- Develop and oversee all communication activities and policies consistent with First Tee Brand Guidelines
- Supervise communication staff and consultants
- Supervise all work related to public relations, internal communication, and publications
- Establish and develop media relations
- Enthusiastically convey the Chapter's brand image to the public
- Communicate with and submit documentation as required by The First Tee Home Office
- Network with other Chapter colleagues and exchange best practice ideas

### Financial, Administrative and Staffing

- Execute the financial guidelines within a financial management system

- Manage the First Tee budget including monitoring all receipts and disbursements
- Create capital and operating budgets
- Oversee payroll process for staff and instructors
- Select retirement plan options and other employee benefits for approval by the Board
- Prepare and deliver accurate and timely financial reporting to the Board of Directors
- Maintain legal and accounting compliance according to 501(c)3 requirements

## Qualifications

- Deep commitment to the mission of First Tee - Savannah, which includes:
  - Reaching all kids with an emphasis on underserved and underrepresented groups (with respect to ethnicity, gender and socio-economic status)
  - A willingness to embrace the game of golf and the opportunities it provides all young people.
- Multifaceted leader willing to embrace a “start-up” nonprofit culture and help the chapter stand apart in a competitive nonprofit landscape
- Ability to build high quality relationships with diverse audiences
- Hands on experience with fundraising and board engagement
- Strong interpersonal skills with the ability to manage up and down
- Fiscal management experience with the ability to properly safeguard a growing budget
- Outstanding written and oral communication skills
- Excellent skills with various technology platforms (Microsoft, Google, Salesforce, etc.)
- Able to work flexible schedule
- Able to travel to attend First Tee academies, regional and annual meetings and training sessions
- Bachelor’s degree and 5+ years of related work experience
- Proven track record of leading teams and achieving company/organizational goals
- Nonprofit, business, golf, and/or youth development experience is a plus

## To Apply

Please submit a cover letter detailing your experience related to the Duties & Responsibilities, along with your resume to [pepperpeete@firsttee.org](mailto:pepperpeete@firsttee.org). Closing date for this position is 2/1/21. Please include 3 references and their contact information. References will only be contacted after an initial interview. First Tee - Savannah has the right to accelerate or extend the closing date of this position at any time.

## Salary Range and Job Type

Compensation will be commensurate with experience including base salary and bonus opportunity.

Full Time, Exempt

- The Executive Director reports to the Board of Directors.
- Executive Director supervises all full-time and part-time chapter staff.

### Equal Employment Opportunity Statement

First Tee - Savannah is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.