



DIRECTOR OF OPERATIONS JOB DESCRIPTION

Reports to: Executive Director
Manages: Program Coordinator

Location: Coral Springs, Florida

While this position is Broward based and centered, the Director of Operations is a member of the First Tee – Florida Gold Coast/Children’s Golf Foundation, Inc. management team. There is tremendous collaboration and communication between our 3 chapters and the employees of the entire organization.

Fundraising and Donor Relations:

- Identify, cultivate and solicit cash and in-kind sponsorships from individuals, corporations and foundations to meet the annual budget
- Assist in collecting and managing all donor and prospect information utilizing database
- Write grants for local, state, and national foundations
- 100 Hole Challenge Marathon – Work with Chairman, Secure course, Recruit Players, monitor Give Lively website, F&B needs for days of play, secure prizes for top fundraisers
- Facilitate all aspects of two chapter golf tournaments: Royal Palm and Par 3 Corporate Challenge, collaborate with Executive Director on all aspects of the event
- Secure participating courses for Club Drives, work with Committee Chairman, handle phone inquiries, coordinate pick ups/drop offs
- Attend monthly Corporate Development Committee meetings, collaborate with Chairman
- Attend monthly Trustee Committee meetings, collaborate with Chairman
- Help coordinate Golf Tour, Fairway and other FTBD events
- Ensure that all donors are acknowledged with receipts or thank you letters
- Attend network luncheons, breakfasts, Fort Lauderdale Chamber, 6 Degrees networking
- Communicate chapter news with donors

Council of Directors Interaction:

- Recruit and educate new Directors
- Communicate chapter updates to the Directors
- Secure locations for Connect events, secure raffle prizes, volunteers and speakers, create program outline Develop fundraising and other goals for the Directors and assist in their implementation
- Assist Committee Chairman with Young Professionals meetings, events, recruiting
- Assist Committee Chairman with Ambassador meetings, events, recruiting
- Schedule and attend quarterly Council meetings and assist with preparing agendas, financial reports, etc.
- Secure venue, F&B, presentations, agenda, gifts, etc for Director Retreats
- Attend quarterly CGF meetings and assist with preparing info for BD chapter
- Assist with annual budgets and managing monthly financials as determined by the Executive Director

Programming:

- Secure new green grass program locations, schedule, educate, open houses, monitor progress and participant certification
- Oversee new Program Location sites in early stages

- Recruit and help train new coaches
- Recruit youth organizations and form new partnerships including for special needs students, such as Boys & Girls Clubs, HANDY, Joe DiMaggio Children's Hospital, Dan Marino CTR for Autism, Crockett Foundation, Love Our Nation, etc. Secure funding, program location, coaches and volunteers and database information
- Recruit new First Tee School Program elementary schools and after school facilities, mentor PE Coaches, monitor effectiveness, Research original 47 sites from 2005-2007
- Attend Coach Training as required and complete all requirements
- Assist with the development of Coach procedures and policies
- Visit programming sites to ensure the implementation of the approved curriculum
- Manage veterans' programs, eight programs annually, schedule locations, coaches and volunteers, answer veteran inquiries via email and phone
- Collaborate with i9 Sports Director to create eblasts, connect with our current coaches and programs, build new participant database
- Assist with club donations and equipment distribution to participants
- Assist Program Coordinator with collecting all student information for database
- Track and monitor all participants that are coming up on eligibility. Work with participant and family to submit applications to home office
- Assist with volunteer recruitment, training and scheduling
- Assist with coordination of Coaches' Meetings
- Assist Coaches with completing their Coach training documents
- Assist with semi-annual coach observations

Public Relations/Communication/Media:

- Answer parents' questions and connect them with programming locations and coaches
- Assist with communication activities and policies
- Review chapter website monthly for accuracy and to update information
- Assist with development and distribution of promotional and collateral materials
- Establish and develop media relations
- Submit weekly email addresses to be added to newsletter distribution
- Assist with public relations, internal communications, and publications, always to be approved in advance by the Executive Director
- Submit monthly articles and pictures highlighting programs and events to the Executive Director for the chapter e-newsletter
- Convey the chapter's brand image through public speaking opportunities
- Coordinate communication activities for special events, new affiliates, golf tournaments, etc.
- Implement public education and outreach activities, including public presentations, advocacy, training and testimony
- Network with other chapter colleagues and exchange best practice ideas

Office Administration:

- Phone/email follow up on all inquiries for programming, donations, volunteering, club donations etc.
- Update spreadsheet status for coaches, programs and locations, volunteers, in-kind donations, etc.
- Attend weekly staff meeting video call
- Submit donations, invoices and expense reports to CGF office for processing

Contact: Email resume only to carlm@firstteeflgoldcoast.org

For more information on the Broward chapter, please visit firstteeflgoldcoast.org