



## **Executive Director / First Tee – Tennessee Job Description and Key Qualifications**

### **About the Organization**

First Tee – Tennessee is a statewide Chapter of the First Tee national network of world-class youth development organizations delivering valuable life skills education to young people using the game of golf as the platform. First Tee – Tennessee is operated by the Tennessee Golf Foundation, a 501(c)3 organization whose mission is “To promote the game of golf and its life-enhancing values, with an emphasis on youth and the disadvantaged”. The TGF is headquartered at Golf House Tennessee in Franklin, along with the Tennessee Section PGA and the Tennessee Golf Association.

Through its First Tee operating division, the TGF strives to provide the youth of Tennessee with highly impactful opportunities to grow as people through the delivery of the First Tee Life Skills Education curriculum. The First Tee seamlessly integrates the game of golf with a life skills curriculum, creating active learning experiences that build inner strength, self-confidence, and resilience that kids can carry to everything they do. These skills apply not only on the golf course, but translate to participant’s lives at school, at work and at home.

The First Tee – Tennessee is organized into five geographic regions: Tri-Cities, Knoxville, Chattanooga, Middle Tennessee and Memphis. Each region is staffed with a First Tee Program Director and program support staff charged with the delivery of First Tee curriculum in their respective region.

Each year, First Tee – Tennessee reaches over 30,000 young people through programs delivered at over 40 golf courses, in elementary schools and at youth and community centers throughout the state.

## **Position Overview**

The Executive Director (“ED”) will lead the TGF’s First Tee – Tennessee operating division with overall responsibility for program success, growth and sustainability on a statewide basis.

The Executive Director will report to the TGF’s Vice President of Operations. Regional First Tee – Tennessee Program Directors will report to the Executive Director.

## **Key Executive Director responsibilities will consist of the following:**

### **Strategic Planning:**

The ED will collaborate with TGF senior leadership to establish both long-term and near-term priorities and goals for First Tee – Tennessee.

### **Program Development and Delivery**

Within the framework of the First Tee curriculum, develop and refine programming elements best suited to the particular resources and opportunities existing within each of the TGF operating regions.

### **Staff Development**

The ED will lead the organization’s efforts to build a strong team of motivated, committed and highly competent First Tee team members. This effort will include regional needs assessments, job design, recruitment and training of both staff and volunteer team members.

### **Public Relations / Communications / Events**

The ED will represent the Chapter to the statewide audience by serving as the spokesperson and public advocate for the chapter. The ED must be a visible, visionary, and influential leader in the community with an emphasis on promoting and raising the profile of the TGF’s efforts to make on positive impact on the lives of its constituency through the game of golf. A key area of focus will be engaging and serving disadvantaged and at-risk populations through diversity and inclusion initiatives.

In conjunction with TGF staff, the ED will lead the First Tee's effort to develop and deliver a statewide communication and messaging plan with consideration and customization for the needs of each region.

The ED will represent the First Tee to the Tennessee business and philanthropic community to help gain access to community leaders and influencers, as well as building relationships required for a successful resource development and fundraising effort.

The ED will coordinate and collaborate with the TGF communications staff on media strategies and news outlets.

The ED will lead First Tee specific event initiatives across the state in collaboration with both TGF headquarters staff and regional leadership.

The ED will represent the Chapter and TGF at key First Tee HQ meetings, conferences and special events.

### **Administrative and Financial Management**

The ED will be responsible for ensuring that the First Tee – Tennessee operates according to the administrative policies, procedures, and guidelines of both the TGF and the First Tee national headquarters.

The ED will work with TGF senior staff to develop both long-term and annual operating and capital business plans including key operating objectives and budgets.

Within the TGF admin system, the ED will oversee and ensure compliance with all TGF financial systems and accounting procedures.

Prepare periodic operating reports summarizing month and year-to-date operating activity and financial performance.

Oversee and ensure compliance with all TGF Human Resource policies, procedures and guidelines.

## **Fundraising and Resource Development**

Work closely with TGF Senior Leadership and Regional Directors to lead the First Tee – TN effort to develop a comprehensive strategy for resource development, sponsorships and fundraising.

Develop and nurture key donor relationships throughout the state including identifying, cultivating, soliciting, and stewarding major donors and businesses through regular touchpoints.

Lead the effort to develop and engage regional advisory committees to assist the First Tee division at both a state and local level.

Identify and nurture key industry relationships to include golf facility partners, key golf manufacturers and suppliers.

Oversee and lead an effective grant writing program with relevant private and governmental organizations.

Oversee planning and execution of First Tee fundraising events, including securing in-kind donations and corporate sponsorships

### **Key Attributes for Success:**

Embody and communicate a clear, inspiring and entrepreneurial vision for the First Tee – Tennessee and the ability to lead the First Tee team to translate that vision into effectively executed operating plans.

Partner effectively with the TGF staff to build on the success of the program and to continually innovate and improve outcomes for the young people we serve.

Ensure program effectiveness through evaluation of quantitative and qualitative program analytics to articulate a comprehensive impact story.

Expand and scale the First Tee's programming in high priority areas, including underserved and underrepresented communities.

## **Preferred Qualifications**

Deep commitment to the mission of First Tee – Tennessee to positively impact the lives of all kids with an emphasis on underserved and underrepresented groups with respect to ethnicity, gender, and socio-economic status.

A passion for the game of golf and the opportunities it provides all young people to learn life lessons that transcend the golf course.

Significant executive level business management or non-profit management experience.

Entrepreneurial spirit and ability to help the chapter stand apart in a highly competitive nonprofit landscape.

Ability to build high quality relationships with diverse audiences.

Hands-on, successful experience in fundraising and resource development.

Strong interpersonal skills with the ability to manage up and down the organization.

Fiscal management experience with the ability to effectively steward, safeguard and manage a significant and growing budget.

Outstanding written and oral communication skills.

Excellent skills with various technology platforms (Microsoft Office, Google, Salesforce, etc.)

Ability to work a flexible schedule.

Ability to travel to attend First Tee events at both the regional and national level.

Bachelor's degree in relevant field and / or at least 5+ years of relevant work experience.

Proven track record of leading teams and achieving company / organizational goals.

Relevant non-profit organization, business management, golf industry, and / or youth development experience is a plus.

### **To Apply**

Please submit a cover letter in a timely manner detailing your experience related to the key areas of responsibility, along with your resume to Pepper Peete at [pepperpeete@firsttee.org](mailto:pepperpeete@firsttee.org). Please include 3 references and their contact information. References will only be contacted after an initial interview.

### **Compensation Package**

Compensation package commensurate with experience to include base salary, annual bonus opportunity and competitive benefits package.

This is a Full-Time, Salaried-Exempt Position

This position will be open until filled.

### **Equal Employment Opportunity Statement**

The Tennessee Golf Foundation is an equal opportunity employer, valuing diversity, equity, 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.