



Position: Executive Director

Job Status: Full Time Exempt

Reports To: Board through the Chair

Organization

First Tee — Fort Worth is a youth development organization that teaches character education and critical life skills through the game of golf. It creates experiences that build character to empower kids through a lifetime of challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee — Fort Worth creates active learning experiences that build inner strength, self-confidence, and resilience that kids can carry to everything they do. These character education programs are offered at our three main hub locations, the Ben Hogan Learning Center at Rockwood Golf Course, the Ben Hogan Learning Center at Squaw Creek and the Briscoe Program Location, as well as other area golf facilities and on site at schools, community centers and other youth development partner locations.

Job Summary

Strategy: ED will lead, along with the board, the development of strategies and goals to align and coordinate efforts to grow agency operations, programs, and resources. ED will create an annual development plan supporting the chapter strategic plan. ED will have fiscal responsibility of the organization along with responsibility to budget-/forecast to align with strategic plan.

Fundraising: ED, along with the Board and with the direction of the Fundraising Committee, will identify, cultivate, solicit, and steward contributed revenues to support the organization while also activating key partners and volunteers to provide meaningful assistance. ED will establish revenue goals tied to strategic priorities and share quantitative progress assessments. Creative, donor-centric stewardship is to be complemented by relationship and mission-based acquisition of new donors of all levels, including major donors with the capacity to contribute major gifts.

Governance: The ED and the board will work together, collaboratively, to determine how the organization can best achieve its mission. The ED will support each committee in their roles and responsibilities and work to facilitate a strong recruitment and development process.

Marketing: The ED will leverage national collateral with recently created brand insight work for First Tee — Fort Worth to promote local approach to youth development through the game of golf. ED will be the local storyteller-in-residence and communicate the donor-centric stories of impact and opportunities to empower kids by putting them on course for life.

Management & Compliance: ED will provide energetic leadership, support, and recruitment assistance to the Board of Directors; delegate and oversee staff, and plan and oversee growth of office infrastructure. ED will ensure chapter maintains compliance with national organization.

Preferred Characteristics and Qualifications

- Ability to lead and act in a manner that is consistent with First Tee — Fort Worth's mission, vision and core values at all times
- Recognition for and appreciation of the First Tee — Fort Worth chapter history, accomplishments and success
- Passionate, energetic, and enthusiastic team leader with vision for the future
- Ability to clearly define and set goals for staff, program, kids, and community.
- Effective communication skills, both verbal and written, and the ability to create a compelling verbal delivery of the First Tee message, philosophy, and goals
- Strong organizational, time management and people leadership skills, including the ability and flexibility to effectively lead through multifaceted duties
- Exceptional listening skills and able to build rapport with anyone, regardless of background and viewpoint

- Able to foster staff trust and respect, developing a strong sense of shared accountability
- Appreciative and willing to work with a diverse group of stakeholders including staff, board members, volunteers, donors, community partners, program participants and their families
- Strong non-profit or educational background preferred with documented success in development and fundraising
- Display self confidence in a humble manner without arrogance
- Working knowledge of, expertise in, and respect for golf culture in Fort Worth community including the Ben Hogan legacy

Salary negotiable and commensurate with experience

Benefits package includes health care, 401k, life insurance and disability insurance and PTO

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