



## **Position**

Executive Director, First Tee – Piney Woods  
Salaried/Full-time

## **Organization**

First Tee – Piney Woods is a chapter of the First Tee, an international non-profit youth initiative. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Piney Woods creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. First Tee Life Skills & Golf Experience is the unique component that sets First Tee apart from many other successful junior golf programs.

## **Organizational Structure**

The Executive Director reports to the Board of Directors. As Executive Director, you will supervise First Tee staff.

## **Job Summary**

The Executive Director provides overall leadership and 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 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 First Tee. The ED will be a highly visible member of the community and promote the organization, accelerating impact, brand and resources.

## **Duties and Responsibilities**

### ***Board Interaction/Governance/Strategy***

- The ED and the board will work together to determine how the organization can best achieve our mission. The ED will support each board committee in their roles and responsibilities and work to facilitate a strong recruitment and development process.
- Share in the development of the business plan and oversee its implementation
- Prepare necessary reports and actively participate in board meetings
- Develop, review and implement effective personnel policies and procedures

### ***Fundraising/Fund Development***

- Along with the Board, identify, cultivate, solicit and steward contributions including major gift donors to support the organization
- Create the fund development plan and oversee its implementation including capital, operating and programming needs are met for the organization
- Research grant opportunities and write proposals
- Oversee and participate in all fundraising activities and maintain a donor database to ensure proper tracking and acknowledgment of all donations

### ***Programming***

- Recruit and organize community partners within our service area, with a particular focus on the underprivileged, underserved youth including those that are developmentally or physically challenged
- Organize and manage volunteer recruitment, training, management and retention
- Ensure top quality program delivery, ensuring approved First Tee curriculum is delivered with efficacy
- Communicate with parents and partners
- Manage the development of appropriate instructional and enhancement programs at First Tee

### ***Facility***

- Oversee facility management including negotiating vendor discounts
- Assist appropriate professionals with the creation of site plans to support effective programs
- Establish and maintain affiliate relationships
- Negotiate all agreements for golf course leases, contracts, and long-term commitments

### ***Public Relations/Communication/Events***

- Develop and oversee all communication activities and policies including communication with staff and constituents
- Develop and supervise promotional and collateral materials and related processes including events, print and digital materials
- Establish and develop media relations
- Implement public education and outreach activities, including public presentations, advocacy, training, and testimony
- Communicate with and submit documentation as required by First Tee HQ
- Network with other First Tee chapter colleagues and exchange best practice ideas

### ***Financial, Administrative, and Staffing***

- Execute the financial guidelines within a financial management system including managing the First Tee budget monitoring all receipts and disbursements
- Evaluate organization risk including proper insurance and youth safety guidelines are met

- Establish personnel policies subject to the approval of the Board/appropriate Board Committee
- Hire, evaluate and review all staff
- Prepare and deliver accurate and timely financial and data (including participants and coaches) reporting to the Board of Directors, First Tee HQ and other constituents as needed
- Maintain legal and accounting compliance according to 501(c)3 requirements

### Qualifications

- Knowledge of, and commitment to the goals and philosophy of First Tee
- Bachelor's degree in leadership, business/non-profit management, sports administration, or related field preferred
- At least 3 years of management experience including considerable experience in fundraising, staff and board development, strategic planning, and marketing
- Proven track record of effective staff and volunteer management, including recruitment, selection, training, evaluation, and coaching
- Knowledge of fiscal management, budgeting, and cash flow management
- Experience leading large-scale fundraising efforts including events and relationship management
- Proven track record of effective communication and relationship development with diverse stakeholders
- Computer and database (CRM) knowledge desired along with Quickbooks experience
- An ability to work a flexible schedule and travel occasionally for national meetings and trainings

### TO APPLY

**Please submit a cover letter detailing your experience along with your resume to Pepper Peete [pepperpeete@firsttee.org](mailto:pepperpeete@firsttee.org)**

Closing date for this position is August 30, 2022. First Tee – Piney Woods has the right to accelerate or extend the closing date of this position at any time.

### SALARY RANGE AND JOB TYPE

- Beginning Salary \$40,000 – Compensation will be commensurate with experience
- Full Time, Exempt
- Additional benefits may apply

#### **Equal Employment Opportunity Statement:**

First Tee – Piney Woods 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.