



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of South Hampton Roads Job Description

Job Title: **Executive Director**
Budget Responsibility: \$850k
Reports to: Vice President of Operations

FLSA Status: Exempt
Location: First Tee of Hampton Roads
Salary Range: \$60,000-70,000 annually

OUR CULTURE:

Our mission and core values are brought to life by our culture. As a part of the YMCA of South Hampton Roads, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

POSITION SUMMARY:

The primary responsibility of the Executive Director of the First Tee of Hampton Roads will be to provide Cause-Driven leadership to board, community, financial development, and daily center operations to ensure that First Tee of Hampton Roads continues to be the premier youth development golf program in the coastal Virginia/coastal North Carolina service area. Under the direction of the Vice President of Operations, the Executive Director provides leadership to the day to day operations of multiple program location sites, fiscal management, marketing, facility management, annual support campaign, program quality/ retention/growth and special events. They will successfully manage an operating budget of \$700,000+.

ESSENTIAL FUNCTIONS:

Division of Duties:

- 45% - Leadership to Annual Giving Campaign and special events.
- 35% - Supervision of day to day operations of The First Tee of Hampton Roads including membership and marketing, youth development golf and family programming.
- 20% - Board and staff development

Priorities

- Supervision of all the day to day operations of First Tee of Hampton Roads YMCA and youth programs and camps.
- Develops, manages, and achieves the budget expectations for First Tee of Hampton Roads YMCA.
- Heavy focus on meeting and exceeding all Annual Giving Campaign goals and expectations on an annual basis.
- Board, staff development and retention.
- Strong operational practices of Membership and Marketing, Program Quality, Retention, and Growth.

1. Budget and Financial Performance

- a. Provides strong fiscal management in all areas of responsibility.
- b. Develops, manages, and monitors center operating budgets to meet or exceed targets. Initiates and manages adjustments to the budget to assure a balanced



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operation and submits reports on current operations.

2. Fundraising

- a. Provides leadership and is accountable for achieving annual support (Annual Campaign) campaign.
- b. Special Events leadership to annual golf tournament and other various events as approved by corporate.

3. Program Development and Membership Engagement

- a. Develops long range plans for the expansion of programs and services, in harmony with overall YMCA and First Tee strategic goals and initiatives. Monitors the achievements of these objectives and exercises appropriate action to assure the achievements of the objectives are of the highest quality programs and services.
- b. Communicates The YMCA's and First Tee of Hampton Roads' Mission and objectives to the community.
- c. Develops and maintains a positive image with community organizations, businesses, and residents.
- d. Oversees membership and program strategies that support recruitment of new program participants, members and retention/ engagement of existing participants and members.
- e. Ensures all program operations are consistent with YMCASHR association Gold Book standards and First Tee program standards and procedures, including program quality guidelines, evaluation, risk management/emergency action plan, insurance, purchasing, personnel, accounting, and other administrative systems.

4. Team Performance Toward Organizational Goals

- a. Provides strong leadership and support for planning, developing and attaining Association's and Chapter's goals and objectives.
- b. Provides leadership to the Board of Management and related volunteer committees.
- c. Recruits, hires, trains, develops, and leads employees and volunteers at multiple site operations. Review and evaluate staff performance. Develop strategies to motivate staff and achieve goals.
- d. Works with First Tee National Office staff to adhere to National Benchmarking initiatives for First Tee chapters.
- e. Works closely with and follows the direction of the Chief Marketing Officer and First Tee's marketing initiatives to ensure standard delivery of the YMCA in combination with The First Tee.

5. Professional Development

- a. Incorporates character development within the activities of First Tee and the YMCA.
- b. Assists in all areas as assigned by supervisor.
- c. Ensures safety, cleanliness and function of all related facilities and equipment.

YMCA LEADERSHIP COMPETENCIES

- Communication & Influence
- Developing Self & Others
- Fiscal Management
- Engaging Community

QUALIFICATIONS:

- Bachelor's Degree in Management, Business, Golf Management, Recreation or related field.
- Minimum 5 years' experience in managing the above mentioned areas. Certifications for related programs including YMCA Organizational Leader, First Tee Recognized Executive



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- Director or Certified Fundraising Executive or Non-Profit Executive Certification.
- Facility and property management experience.
- Successful experience in annual fundraising campaigns.
- Fiscal management of a minimum \$500,000.
- Experience in producing earned revenue.
- Strong background in board and volunteer development, staff supervision and leadership.
- Previous supervisory experience in customer service preferred which would include five or more years' experience in managing exempt personnel or equivalency preferred.
- Strategically planning and tactical execution experience that resulted in achievement of goals.
- Excellent personal computer skills and experience with standard business software.
- Must be able to work flexible hours including evenings, weekends, and holidays.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

WORKING CONDITIONS:

- Requires a person of maturity and good judgment, who can operate with a minimum of guidance.
- Requires ability to exercise appropriate independent judgment, to assess facts and issues, and make non-routine decisions regarding day-to-day operational problems and issues.
- Requires effective team-building and team-leadership skills.
- Must maintain cooperative, functional relationships with senior leadership team, peers, and subordinates.
- Must maintain positive, energetic attitude toward YMCASHR/FTHR work, goals, and values.
- Must have ability to respond to emergencies 24 hours a day, and to travel as needed for operational management, including on-site presence in managing major operational problems.
- Must have superior oral and written communication skills and the ability to respond to a wide variety of constituencies, including staff, volunteers, members, program participants, vendors, community leaders, etc.
- Ability to establish and maintain collaborations with community organizations.
- Perform the duties of direct reports as needed.

ENVIRONMENTAL FACTORS, PHYSICAL REQUIREMENTS:

Physically able to successfully complete required job functions, including use of hands, arms, fingers, able to talk and hear, use a computer, sit and stand, regularly move/lift up to 50 pounds, enter all YMCA – First Tee environments (office spaces, indoor and outdoor maintenance/mechanical areas, and other program areas).

ACCOUNTABILITY:

Accountable for completion of assigned goals as measured by the number of people served, cause driven measures, service satisfaction scores, operating results, and supervisor evaluation of assigned duties. An offer of employment is contingent upon receipt of satisfactory results to meet minimum requirements of the position. The requirements may include background check, drug test, driver's license record, CPS, and/or criminal background check.

An offer of employment is contingent upon receipt of satisfactory results to meet minimum requirements of the position. They may include criminal background and reference checks, E-Verify, drug test, driver's license record, and/or a Child Protective Services Check (CPS). Additional driver's license check, CPS,



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criminal background check, alcohol, and/or drug testing may be required to be processed in the future in order to meet and/or maintain the requirements of this position.

I have read the above job description and understand and accept all of the responsibilities. I will acquire the required certifications and maintain those certifications throughout my employment with the YMCA of

South Hampton Roads. I understand that in the event I am unable to perform the job as outlined in this description or in accordance with any YMCA rule, policy, or regulation or I do not maintain my certifications, I will be released from employment at the YMCA.

Employee Name (print) _____ Signature _____ Date _____

Supervisor Name (print) _____ Signature _____ Date _____