



<b>Position Title:</b>	Executive Director
<b>Accountable To:</b>	Board of Directors
<b>Classification:</b>	Salaried/Full-time
<b>Compensation:</b>	Salary commensurate with experience

## **ABOUT FIRST TEE – GREATER CINCINNATI & NORTHERN KENTUCKY**

Since 2006, First Tee – Greater Cincinnati & Northern Kentucky has been creating experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a proven life skills curriculum, First Tee – Greater Cincinnati & Northern Kentucky 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 delivered throughout 7 counties in Southwest Ohio and Northern Kentucky at 10 golf courses, via 74 school program partners, and through 21 community partners throughout Greater Cincinnati & Northern Kentucky reaching over 19,000 kids in 2022.

## **POSITION SUMMARY**

The Executive Director (ED) will provide leadership and will develop, implement, evaluate, and maintain programs, services, and activities which fulfill the organization's mission. Inspired by a genuine passion for empowering and helping youth succeed in life, s/he will work diligently to promote the organization throughout the community.

Reporting to and partnering with the Board of Trustees (Board), the ED is charged with leading First Tee – Greater Cincinnati & Northern Kentucky's success, realizing the organization's vision, and achieving its goals for community impact and financial stability. The Executive Director leads and manages the operations of First Tee – Greater Cincinnati & Northern Kentucky, including fundraising, relationship development, financial management, marketing, strategic planning, and programming.

The ED will be a highly visible member of the community, representing First Tee – Greater Cincinnati & Northern Kentucky to internal and external stakeholders, including employees, board members, financial supporters, community partners, volunteers, youth and their families. S/he will embody the First Tee's strong commitment to its youth and will promote the organization throughout

the community, accelerating its impact, resource development and brand recognition.

The ED will be instrumental in helping First Tee – Greater Cincinnati & Northern Kentucky continue to achieve its potential.

***Key Criteria for success of the role include:***

- Embodying a clear, inspiring, strategic vision and coaching the team to translate those strategies into effectively executed plans;
- Collaborating effectively with the Board to develop strong board governance and fundraising practices;
- Achieving strong fundraising success through a robust development program, including expanded engagement with individuals, corporations and foundations;
- Partnering effectively with staff to build on the success of all forms of programming to continually innovate and improve outcomes for youth;
- Expanding programming in additional high priority, at risk neighborhoods, with intentional focus on the underserved and underrepresented communities;
- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics to articulate a comprehensive impact story and to ensure programs are delivered with efficacy and enthusiasm;
- Recruiting and fostering additional community partners;
- Overseeing the design and implementation of new and/or enhanced programming.

**DUTIES AND RESPONSIBILITIES**

**Leadership:** The ED will provide energetic leadership, support, and recruitment assistance to the Board. S/he will lead, motivate, manage, and develop a dynamic staff (3-5 direct reports) and volunteer base (currently 125) to be passionate about the mission and work effectively together. The ED will continuously analyze the organization to ensure that it is effectively staffed, structured, and aligned to meet strategic goals. The ED will be the face of the organization, engaging with the community, donors and sponsors, staff, and the children and families served.

**Governance:** The ED and the Board will work together, strategically and collaboratively, creating strategies to best achieve its mission. The ED will support each committee in their roles and responsibilities, as well as communicate and inform the Board and its committees of critical developments in a timely and effective manner. The ED will work with the Board to facilitate a strong recruitment and development process and develop and cultivate effective relationships with Trustees.

**Development/Fundraising:** The ED, working collaboratively with the Board, will implement a comprehensive development plan that identifies, prospects, cultivates, solicits, and stewards broad-based funding streams to support the organization. The ED will identify prospects for fundraising and develop and cultivate ongoing relationships with donors to meet financial goals and develop a long-term diversified funding base. The ED will establish revenue goals tied to strategic priorities and share quantitative progress assessments.

**Strategy:** The ED will collaborate closely with the Board to develop and execute the organization's strategic plan, annual plan and operating budget.

**Marketing:** The ED will continue to raise the public profile of First Tee – Greater Cincinnati & Northern Kentucky by serving as the spokesperson and advocate for the organization, as well as being a visible, visionary, and influential leader and fundraiser in the community. The ED will be the storyteller and communicate the donor-centric stories of impact and opportunities to empower kids by putting them on course for life. The ED will leverage national collateral with recently created brand insight work for First Tee – Greater Cincinnati & Northern Kentucky to promote local approach to youth development through the game of golf.

**Management & Compliance:** The ED will manage, monitor, and oversee all financial reporting including management of budget and revenue. S/he will oversee facilities, insurance procurement, and risk management, and s/he will develop, maintain and monitor systems that ensure strong internal controls, legal/accounting compliance, and operational management.

The ED will maintain strong lines of communication between First Tee – Greater Cincinnati & Northern Kentucky and First Tee Headquarters. S/he will ensure the chapter maintains compliance with national organization standards and requirements. The ED will attend the First Tee Network Summit, Regional Meetings and additional network training. S/he will network with other Chapters and exchange best management practice ideas. The ED will execute all other duties tasked by the Board.

## IDEAL QUALIFICATIONS

- Exhibits passion for youth development and the Mission of First Tee.
- At least 5 years of experience in the non-profit sector and/or fundraising with at least 3 years of management experience. Experience should include fundraising, staff and board development, strategic planning, and marketing.
- Bachelor's degree in leadership, business/non-profit management, sports administration, or related field strongly preferred.
- Ability to identify, recruit, and develop/coach strong talent with a proven track record of effective staff and volunteer management, including recruiting, on-boarding, development, evaluation, and coaching.
- Knowledge of fiscal management, budgeting, cash flow management, internal controls and organizational governance.
- Proven track record in leading large-scale fundraising efforts, including major gifts cultivation and stewardship.
- Proven track record of effective communication and relationship development with diverse stakeholders.
- Demonstrated ability to juggle many competing priorities, to ensure day-to-day operations run smoothly, while also spending a significant portion of time on longer-term strategic priorities.
- Relationships and knowledge throughout Southwest Ohio and Northern Kentucky are a strong plus.
- Knowledge and experience with the game of golf is also a strong plus.

## TO APPLY

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to [pepperpeete@firsttee.org](mailto:pepperpeete@firsttee.org).

## SALARY RANGE AND JOB TYPE

Salary Range \$75,000 - \$90,000

Benefits

Full Time, Exempt

### Equal Employment Opportunity Statement:

First Tee – Greater Cincinnati & Northern Kentucky 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.