



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

ABOUT FIRST TEE – CANTON

Since 2002, First Tee – Canton has utilized the game of golf as the platform to empower youth to realize their dreams and achieve their goals. By seamlessly integrating the game of golf with life skills curriculum, we create learning experiences that build inner strength, self-confidence, and resilience that kids carry to everything they do.

First Tee – Canton operates its very own and youth development facility which includes a learning center, nine-hole par-3 golf course with synthetic Tour Turf greens and an indoor practice facility with hitting mats, state of the art simulators and putting surface.

POSITION SUMMARY

The Executive Director (ED) will provide leadership and direction to fulfill the organization's mission. Inspired by a genuine passion for empowering and helping youth succeed in life, the ED will work diligently to promote and expand the efforts of the organization.

Reporting to and partnering with the Board of Directors, the ED is charged with leading First Tee – Canton'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 – Canton, including fundraising, relationship development, financial management, marketing, strategic planning administrative duties, and programming.

The ED will be a highly visible member of the community, representing First Tee – Canton to internal and external stakeholders, including employees, board members, financial supporters, community partners, volunteers, youth and their families. The ED 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.

Key Criteria for success of the role include:

- Strategic alignment with the Board of Directors while embodying a clear, inspiring, entrepreneurial vision and guiding the team to translate those strategies into effectively executed plans;
- Achieving strong fundraising success in collaboration with the Board of Directors to establish a robust development program, including expanded engagement with individuals, corporations and foundations;
- Partnering effectively with the Board of Directors and staff to build on the success of the program to continually innovate and improve outcomes for youth;
- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics to articulate a comprehensive impact story;
- Expand and scale First Tee's programming in additional high priority, at risk neighborhoods.

DUTIES AND RESPONSIBILITIES

Leadership: ED will provide energetic leadership, support, and recruitment assistance to the Board of Directors. S/he will lead, motivate, manage, and develop a dynamic staff and volunteer base to be passionate about the mission and work effectively together, The ED will ensure that the organization is effectively staffed, structured, and aligned to meet strategic goals making strategic recommendations for the growth of office infrastructure.

Development/Fundraising: The ED, along with the Board, will implement a comprehensive fund 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.

Governance: The ED and the board will work together, collaboratively, creating strategies to how the organization can 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 develop and cultivate effective relationships with First Tee – Canton board members.

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

Marketing: The ED will continue to raise the public profile of First Tee – Canton 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 – Canton to promote local approach to youth development through the game of golf.

Management & Compliance: ED will manage, monitor and oversee all financial reporting including management of budget and revenue. Oversee facilities, insurance procurement, risk management and operational management. The ED will maintain strong lines of communication between First Tee – Canton and First Tee Headquarters. She/he will ensure the chapter maintains compliance with the national organization. The ED will attend First Tee Network Summits, Regional Meetings and additional network training. S/he will network with other Chapters and exchange best management practice ideas and will execute all other duties tasked by the Board of Directors.

QUALIFICATIONS

- Bachelor's degree in leadership, business/non-profit management, sports administration, or related field preferred.
- At least 5 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.
- Embodiment of the values of First Tee – Canton, including a commitment to collaboration, valuing diversity, inclusiveness, and team building
- Golf experience/knowledge/enthusiasm preferred but not required

TO APPLY

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to Pepper Peete pepperpeete@firsttee.org Closing date for this position is November 11, 2022. First Tee – Canton has the right to accelerate or extend the closing date of this position at any time.

SALARY RANGE AND JOB TYPE

Salary Range \$70,000 – \$90,000

Compensation will be commensurate with experience.

Full Time, Exempt

Equal Employment Opportunity Statement:

First Tee – Canton 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.