



Position Title: Executive Director
Accountable To: Board of Directors
Classification: Salaried/Full-time

ABOUT FIRST TEE – CENTRAL FLORIDA

Since 2012, First Tee – Central Florida 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 – Central Florida 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 currently delivered throughout 4 Central Florida counties at 18 golf courses, 129 schools, and 26 youth centers reaching over 96,000 kids annually.

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, s/he will work diligently to promote and share the organization's impact throughout the community.

Reporting to and partnering with the Board of Directors, the Executive Director will have overall strategic and operational responsibility for First Tee – Central Florida staff, programs, and the execution of the strategic plan. The Executive Director leads and manages the operations of First Tee – Central Florida, 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 – Central Florida 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 – Central Florida continue to achieve its potential.

Key Criteria for success of the role include:

- The candidate will have a passion for positively impacting young people through the game of golf to achieve the organization's mission and goals. S/he will consistently strive for excellence to all participants, parents, volunteers, and co-workers in a manner that reflects First Tee's values and character development.
- Embodying a clear, inspiring, strategic vision and coaching the team to translate those strategies into effectively executed plans;
- Achieving strong fundraising success through a robust development program, including expanded engagement with individuals, corporations and foundations;
- Strong community engagement to expand the reach of The First Tee throughout the community to families, donors, partners, and community stakeholders;
- Embodying a clear, entrepreneurial vision and guiding the team to translate those strategies into effectively executed plans;
- Ability to collaborate effectively with the Board of Directors to develop strong board governance and fundraising practices;
- 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;
- Expand First Tee's programming in high priority, at-risk neighborhoods, with intentional focus on the underserved and underrepresented communities;
- Ensuring program effectiveness through evaluation to articulate a comprehensive impact story and to ensure these programs are delivered with efficacy and enthusiasm.

DUTIES AND RESPONSIBILITIES

Strategy: The ED will lead and, along with the board, set and articulate a vision for the organization, and develop strategies and goals to align and coordinate efforts to grow agency operations, programs, and resources. S/he will lead the development of the strategic plan including creation of annual development plan supporting the chapter strategic plan. The ED will have fiscal responsibility of the organization along with the responsibility to budget and forecast to align with the strategic plan.

Fundraising: The 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 identifying and activating key partners and volunteers to provide meaningful assistance. The Executive Director will be a demonstrated or emergent leader in the field of development with conceptual knowledge of fundraising and development trends with an

ability to leverage relationships and partnership opportunities. The Executive Director will adopt a creative approach to expanding and deepening new and existing donor support and will build strong brand awareness throughout Central Florida.

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

Communication and Marketing: The ED will continue to raise the public profile of First Tee – Central Florida 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 a successful and productive life. The ED will leverage national collateral with recently created brand insight work for First Tee – Central Florida to promote a localized approach to youth development through the game of golf.

Management & Compliance: The 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 manage, monitor, and oversee all financial reporting including management of budget and revenue. Oversee facilities, insurance procurement, risk management, and operational management.

ED will maintain strong lines of communication between First Tee – Central Florida and First Tee Headquarters. S/he will ensure the chapter maintains compliance with national organization. The ED will attend First Tee Network Summit, regional meetings and additional network training. Network with other Chapters and exchange best management practice ideas. Execute all other duties tasked by the Board of Directors.

IDEAL QUALIFICATIONS

- Exhibits passion for youth development and the mission of First Tee
- At least 5 years of management experience including considerable experience in fundraising, staff and board development, strategic planning, and marketing.
- Bachelor's degree in leadership, business/non-profit management, sports administration, or related field preferred.
- Ability to identify and recruit 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.
- Embody the values of First Tee – Central Florida, including a commitment to collaboration, valuing diversity, inclusiveness, and team building
- Demonstrated ability to multi-task and prioritize, ensuring day to day operations run smoothly while also spending a significant portion of time on longer-term strategic priorities
- Connection to Central Florida is 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.

SALARY RANGE, BENEFITS AND JOB TYPE

Salary Range \$85,000 – \$100,000

Health insurance stipend for employee.

Vacation/Holiday/Sick leave benefits.

The Executive Director will be eligible for an annual performance-based incentive bonus.

Full Time, Exempt

Equal Employment Opportunity Statement:

First Tee – Central Florida 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.