



Executive Director

Chapter Overview

First Tee - Oakland is one chapter of a national/international non-profit youth charity called First Tee. First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, and life-enhancing values. First Tee has spent 25 years building experiences that build character to empower kids through a lifetime of new challenges and personal growth. In the process, participants become valuable assets to their community.

Purpose Statement

First Tee is a youth development organization that enables kids to build the strength of character that empowers them through a lifetime of new challenges.

Job Summary

The Executive Director reports to the Board of Directors and supervises all staff and independent contractors. The ED provides overall 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 is an advocate providing public education and information services. The Executive Director, in collaboration with the Board of Directors and other staff will develop, implement, evaluate and maintain programs, services and activities, which fulfill the mission and goals of First Tee. In general, this position will work remotely, with the requirements to be onsite (golf facilities, event venue, etc.) as needed for training, programming, meetings, fundraising events, etc.

Duties and Responsibilities

Leadership:

- Share in the development of the Strategic Growth Plan, identify potential opportunities and oversee their implementation
- Organize and participate in board meetings
- Aid in identifying potential new board members
- Develop, review and implement effective personnel policies and procedures
- Develop work plans for the Board and major committees
- Ensure Board governance rules and laws being adopted and practiced

Programming:

- Manage the development of appropriate instructional programs
- Work with Program staff to establish a class/clinic schedule and training plan
- Ensure the implementation of the approved curriculum

- Liaison between OUSD and First Tee for all golf in school programming
- Solicit equipment donations and negotiate vendor discounts

Facility:

- Assist appropriate professionals with the creation of site operation plans
- Establish and maintain affiliate relationships

Public Relations/Communication/Events

- Develop and oversee all communication activities and policies
- Maintain website, email marketing, newsletters
- Develop promotional and collateral material
- Establish and develop media relations
- Supervise all work related to public relations, internal communication, and publications
- Convey the Chapter's brand image to the public
- Coordinate communication activities for openings, special events, newsletter, printed materials and the website
- Implement public education and outreach activities, including public presentations, advocacy, training and testimony
- Communicate with and submit documentation as required by First Tee Home Office
- Network with other Chapter colleagues and exchange best practice ideas

Financial, Administrative and Staffing

- Execute the financial guidelines within a financial management system
- Manage First Tee budget including monitoring all receipts and disbursements
- Evaluate insurance options and select carriers
- Create capital and operating budgets
- Oversee the development and implementation of a fundraising plan for capital, operating and programming needs
- Hire, train, evaluate, and supervise all staff
- Establish personnel policies subject to approval of Board/appropriate Board committee
- Involve volunteers and parent organizations
- Oversee payroll process for employees
- Select retirement plan options and other employee benefits for approval by the Board
- Prepare and deliver accurate and timely financial reporting to the Board of Directors
- Maintain legal and accounting compliance according to 501(c)3 requirements

Development/Fundraising

- Research and write grant proposals
- Oversee and participate in all fundraising activities
- Identify and cultivate major donors
- Maintain a donor and participant database

Preferred Qualifications

- Knowledge of, and commitment to the goals and philosophy of First Tee
- Proven successful ability in fiscal, program and staff management
- Effective written and oral communication skills
- Knowledge and experience in program evaluation and development
- Ability to analyze and report statistical data

- Working knowledge of office computer functions and other electronic equipment
- Familiar with fundraising and resource development
- Bachelor's degree
- Expert in teaching or coaching programs
- Knowledge of the game of golf including instruction and equipment
- Strong organizational skills
- Experience in working with community-based organizations
- Able to work with youth and build learning environments conducive to youth development
- Familiar with volunteer programs
- Computer and database knowledge
- Able to work flexible schedule
- Able to travel to attend Academies, Regional and Annual Meetings and training sessions

To Apply

Please send resume' and cover letter to Pepper Peete, PepperPeete@firsttee.org.

Priority will be given to applicants who apply before November 10, 2022.

Salary Range and Job Type

Salary Range \$110,000 - \$130,000

Compensation will be commensurate with experience including competitive benefits

Full-time, Exempt

Equal Employment Opportunity Statement:

First Tee Oakland is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal/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.