



Executive Director

Job Description

Chapter Overview

The First Tee of Greater New Orleans is one Chapter of a national/international non-profit youth initiative called The First Tee. The 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 life-enhancing values such as honesty, integrity and sportsmanship through golf and character education. By engaging young people in a combination of life skills, leadership, and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community.

Purpose Statement

To impact the lives of young people by providing educational programs that build character, instill life-enhancing values, and promote healthy choices through the game of golf.

Reports to

The Executive Director reports to the Board of Directors.

Employment Status

Full Time, Exempt

Job Summary

The Executive Director provides overall management of all fiscal and program operations, implements policies established by the Board of Directors (BOD), evaluates program and service data, and provides detailed reports to the BOD and First Tee Head Quarters. The Executive Director works with the BOD and staff to develop, implement, evaluate and maintain programs, services and activities which fulfill the mission and goals of First Tee. The Executive Director must develop, implement, refine, and maintain a sustainable source of revenue to support the Chapter operations.

Roles and Responsibilities

Leadership and BOD Interface / Support:

- Share in the development of the Strategic Business Plan and oversee its implementation
- Create, maintain, and grow a sustainable fund development plan and oversee its implementation
- Participate in BOD meetings and provide information to support BOD functions
- Develop and propose work plans for the BOD and major committees

Programming (in cooperation with the Program Director):

- Oversee the development of participant training materials and programs, class and clinic schedules, and Coach training plans
- Ensure the implementation of the approved curriculum
- Solicit equipment donations and negotiate vendor discounts
- Create programs for hearing impaired, physically challenged, developmentally challenged, etc.

Facilities, Including Office Location(s) and Program Sites:

- Negotiate and maintain leases and agreements
- Establish and maintain affiliate relationships with site managers, vendors, and event organizers

Public Relations/Communications/Events (in Cooperation with Communications Support Staff)

- Supervise communication staff and consultants
- Develop and oversee all communication activities and policies
- Develop promotional and collateral material
- Establish and develop media relations
- Supervise all work related to public relations, internal communication, and publications to convey the Chapter's brand image to the public
- Coordinate communication activities for openings, special events, newsletters, printed materials, and digital outreach
- Implement public education and outreach activities, including public presentations, advocacy, training and testimony
- Secure PGA Tour professionals and celebrities for clinics and fundraising events
- Communicate with and submit documentation as required by First Tee H.Q.
- Network with other Chapter colleagues and exchange best practice ideas

Financial, Administrative and Staffing

- Develop and maintain appropriate Job Descriptions for Staff
- Interview, Hire, and Manage all office staff
- Develop, review and implement effective personnel policies and procedures and Employee Handbook for First Tee Staff and Coaches, including Safe Sport Certification
- Manage First Tee budget, including monitoring all receipts and disbursements and maintaining appropriate accounting records within the financial management system
- Evaluate insurance options and select carriers
- Create capital and operating budgets for BOD approval
- Oversee the development and implementation of a fundraising plan for capital, operating and programming needs (with Development Manager and BOD)
- Oversee payroll process for employees with systems such as Quick Books
- Select retirement plan options and other employee benefits for approval by BOD
- Prepare and deliver accurate and timely financial reporting to the BOD
- Maintain legal and accounting compliance documents according to 501(c)3 requirements
- Research and prepare grant proposals
- Oversee and participate in all fundraising activities
- Identify and cultivate major donors
- Maintain a donor participant databases
- Provide performance feedback to staff at regular intervals
- Solicit volunteers and parent organizations for involvement in First Tee

Preferred Qualifications

- Bachelor's degree
- Excellent critical thinking
- Strong organizational skills
- Computer and database knowledge
- Excellent working knowledge of computer functions, web based systems, and electronic equipment
- Proven successful abilities in fiscal, program, and staff management
- Effective written and oral communication skills
- Knowledge of, and commitment to, the goals and philosophy of First Tee
- Knowledge and experience in program evaluation and development
- Ability to analyze and report statistical data
- Proven success in fundraising and resource development
- Adept in teaching or coaching programs
- Knowledge of the game of golf including instruction and equipment
- Experience in working with community based organizations
- Able to work with youth and build learning environments conducive to youth development
- Familiar with volunteer programs
- Able to work flexible schedule
- Able to travel to attend Academies, Regional and Annual Meetings, and training sessions
- Ability to use and oversee Client Relations Management (CRM) system

Work Shifts: Basic schedule is M-F, 9am-5:30pm however, schedule must be flexible to include after hour and weekend events.

Salary and Benefits

Commensurate with experience. Competitive Benefits include Monthly PTO, Health Insurance, and eligibility to participate in IRA plan after one year of employment.

To Apply

Submit a cover letter, current resume and (3) professional references to careers@firstteenola.org. Applications will be accepted until the position is filled.

Equal Employment Opportunity Statement:

First Tee Greater New Orleans 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.