

# First Tee-West Texas

500 Loop 250 Frontage Rd, Midland, Texas 79705

## **Job Description-Executive Director**

### **Chapter Overview**

First Tee of West Texas is a nonprofit chapter of an international organization 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, life enhancing values such as honesty, integrity, and sportsmanship. 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. First Tee Life Skills & Golf Experience is the unique component that sets First Tee apart from many other successful junior golf programs.

First Tee of West Texas conducts multiple programs in and around Midland, Texas, and additional programs in Odessa, Texas. We visit schools throughout Midland and Ector Counties to participate in their physical education programs throughout the winter and spring. We also partner with local organizations to provide programming to people who might not otherwise have access to the game of golf, including Big Brothers Big Sisters, all public and private Highschool's, as well as Midland College.

### **Reports to:**

Executive Director reports to the Board of Directors

### **Supervises:**

The program director, administrative and support staff.

### **Employment Status:**

Full Time, Exempt

### **Job Summary:**

The Executive Director provides overall management of Chapter Operations, including but not limited to:

- Fundraising programs that provide 90% of the annual operating budget
- Financial management and reporting
- Public awareness and reputation
- Player Card marketing and sales
- Social media and website
- Oversight, but not daily management of, classes, coaching staff, schedules, registration, program data
- Community Partnerships
- Relationship and compliance with First Tee National organization
- Keeping Board of Directors informed and involved

### **Duties & Responsibilities**

### Board Interaction

- Share in the development of the strategic business plan and oversee its implementation
- Create the fund development plan and oversee its implementation
- Prepare materials and actively participate in board meetings
- Develop, review and implement effective personnel policies and procedures
- Develop work plans for the Board and major committees
- Support the board in strategic program growth
- Serve as the main liaison and support the relationship with the board and the national organization

### Programming

- Acquire and maintain knowledge of the Life Skills curriculum to ensure quality delivery that empowers young people. Maintain Level I Coaching status
- Oversee the development of training materials
- Establish a class and clinic schedule and training plan in conjunction with the Program Director
- Ensure the implementation of the approved curriculum
- Identify and pursue new program and partnership opportunities
- Manage the development of appropriate instructional programs

### Facility

- Ensure adequate outdoor facilities for programs and indoor facilities for admin and storage

### Communications

- Develop and oversee all communication activities and policies
- Develop and maintain best practices in fundraising communications
- Develop promotional and collateral material
- Convey the chapter's brand image to the public
- Communicate with and submit documentation as required by The 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 West Texas 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.
- Supervise all office staff
- Oversee payroll process for employees
- Prepare and deliver accurate and timely financial reporting to the Board of Directors
- Maintain legal and accounting compliance according to 501(c)3 requirements
- Research and write grant proposals
- Oversee and participate in all fundraising activities
- Identify and cultivate major donors
- Maintain a donor and participant database
- Maintain regular communication with donors
- Hire, evaluate and review all staff
- Enforce personnel policies, including Risk Management

### Preferred Qualifications

- Knowledge of, and commitment to the goals and philosophy of The First Tee and the First Tee of West Texas
- Proven successful ability in fiscal, program and staff management
- Knowledge of successful nonprofit management skills
- 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
- Knowledge of the game of golf
- 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 including social media
- Able to work flexible schedule and manage multiple tasks
- Able to travel to attend academies, regional and national meetings and training sessions

To apply for the position, please submit a letter of interest and resume no later than January 15th, 2023 to both:

Tony Farish, President of the Board of Directors  
[tony.farish@hmcusa.com](mailto:tony.farish@hmcusa.com)

Shauna Bezilla, Vice President, Chapter Relations  
[Shaunabezilla@firsttee.org](mailto:Shaunabezilla@firsttee.org)

All candidates are subject to reference checks and background screening.