

## Executive Director

### Organization

Created in 2003, the Colorado Open Golf Foundation is a 501 c(3) non-profit entity that executes the three Inspirato Colorado Open Championships and operates the First Tee – Green Valley Ranch Chapter (FTGVR). The chapter was founded in 2005 as the beneficiary of the championships and is part of the GVR Golf Club campus with access to a regulation 18-hole golf course, nine-hole par 3 golf course, private driving range and 2300 square foot learning center.

The COGF is a staff of seven, including five full time employees and two seasonal interns. The CEO oversees fundraising and board governance. The Executive Director reports to the Chief Operating Officer (COO).

### First Tee – Green Valley Ranch

First Tee – Green Valley Ranch 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 life skills curriculum, First Tee – Green Valley Ranch 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 offered in our northeast Denver service area comprised of four zip codes, including two program locations and multiple schools in the community.

### Position Summary

The Executive Director (ED) is a highly visible member of the community representing First Tee – Green Valley Ranch, working diligently to promote and expand the efforts of the organization throughout the service area. The ED must embody the First Tee's strong commitment to its youth, accelerating the chapter's impact and brand recognition within the community.

*Key Criteria for success of the role include:*

- Partnering effectively with the staff, volunteers and Board of Trustees 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 programming in additional schools within the service area

### Responsibilities

#### First Tee - Green Valley Ranch (FTGVR)

- Handle questions regarding the chapter and all FTGVR programs
- Oversee the development and execution of all FTGVR programs and new initiatives
- Work with FTGVR Program Coordinator(s)/Director to create and implement program lesson plans
- Create/update/distribute informational material for the chapter
- Attend First Tee Network and Regional Meetings
- Work with Program Coordinator(s)/Director to recruit and retain program volunteers
- Manage and oversee all youth safety procedures via Safesport & Sports Engine for all program volunteers
- Oversee/maintain chapter databases: participants, volunteers, & contacts within the Salesforce platform
- Oversee and manage chapter Benchmarking reporting to First Tee HQ
- Work with COO and Program Coordinator(s)/Director to build relationships with schools in our service area

#### Inspirato Colorado Open Golf Championships

- Assist the Tournament Director with operations of all championship week events.
- Assist with recruitment of First Tee –Green Valley Ranch participant volunteers





### General Office Administration

- Handle incoming correspondence related to First Tee – Green Valley Ranch Programming
- Attend quarterly Board of Trustees Meetings with COGF Foundation Staff
- Conduct Quarterly First Tee – Green Valley Ranch Advisory Committee meetings
- Design, produce, and distribute various program flyers & promotional materials
- Maintain good relations and communication with the community, schools, parents and participants

### Financial and Staffing

- Work with COO to execute the budget guidelines approved by the Board of Trustees
- Assist COO with chapter data as it relates to grant applications and reports
- Assist COO in hiring, supervising and training seasonal Intern

### Compensation and Benefits:

- Full-time exempt
- Salary \$55,000-\$60,000 (commensurate with qualifications/years of experience)
- Medical, Dental, Vision and Disability Insurance
- Relocation Expenses
- Education benefits for First Tee Training Programs
- 12 paid holidays
- 10-21 Paid Time-Off (PTO) days annually based on years of service
- Paid sick leave (up to 48 hours accrued per year)
- Cell phone allowance
- GVR Golf Club golf privileges on regulation, par 3 course and practice facilities

### Requirements

- Knowledge of and interest in the First Tee program
- Charismatic, personable, and motivated to work with youth and volunteers
- Demonstrate strong written, verbal and interpersonal skills
- Proficient with computers and a variety of software programs (Salesforce a plus)
- Successfully pass background check and drug test

### Desired Qualifications & Traits

- 4 year college degree preferred
- Experience with youth golf and/or sport instruction with children, parents and volunteers
- Experience with the game of golf a plus
- Interest in design and development of creative materials
- Experience and interest with website and social media design and maintenance
- Strong organizational skills, attention to detail along with ability to multi-task
- Ability to get along with and manage a wide range of people and personality types
- Energetic and positive attitude
- Self-motivated and strives for continuous improvement
- Professional appearance

### Send Resumes to:

Julie Bryant, COO-Colorado Open Golf Foundation  
20309 E. 48<sup>th</sup> Place, Denver, CO 80249  
jbryant@coloradoopen.com

**Application Deadline:** January 31, 2023

