



## **Senior Program Director TGF / First Tee Tennessee – West Tennessee Region**

### **Job Description and Key Qualifications**

#### **About the Organization**

First Tee Tennessee is a statewide Chapter of the First Tee national network of world-class youth development organizations delivering valuable life skills education to young people using the game of golf as the platform. First Tee Tennessee is operated by the Tennessee Golf Foundation, a 501(c)3 organization whose mission is “To promote the game of golf and its life-enhancing values, with an emphasis on youth, the disadvantaged and veterans”. The TGF is headquartered at Golf House Tennessee in Franklin, along with the Tennessee Section PGA and the Tennessee Golf Association.

Through its First Tee operating division, the TGF strives to provide the youth of Tennessee with highly impactful opportunities to grow as people through the delivery of the First Tee Life Skills Education curriculum. The First Tee program seamlessly integrates the game of golf with the First Tee’s Nine Core Values of honesty, integrity, sportsmanship, respect, confidence, responsibility, perseverance, courtesy and judgment. These values apply not only on the golf course, but translate to participant’s lives at school, at work and at home.

The Tennessee Golf Foundation is organized into five geographic regions: Tri-Cities, Knoxville, Chattanooga, Middle Tennessee and West Tennessee. Each region is staffed with a Senior Program Director and program support staff charged with the delivery of TGF / First Tee programming in their respective region.

Each year, TGF / First Tee Tennessee programming reaches over 30,000 young people through programs delivered at 40 plus golf facilities, as well in elementary schools and community centers throughout the state.

## **Position Overview**

The Senior Program Director will lead TGF's First Tee Tennessee – West Tennessee region with overall responsibility for the success, growth and sustainability of all regional programming.

The Senior Program Director will report to the Executive Director of the First Tee Tennessee and work in coordination with the Tennessee Golf Foundation operating team.

## **Key Senior Program Director (SPD) responsibilities will consist of the following:**

### **Strategic Planning:**

SPD will collaborate with TGF / First Tee Tennessee senior leadership to establish both long-term and near-term priorities and goals for the West Tennessee region.

### **Program Development and Delivery**

Within the framework of the First Tee curriculum, develop and refine programming elements best suited to the particular resources and opportunities existing within the West Tennessee region.

### **Staff Development**

The SPD will lead the organization's efforts to build a strong team of motivated, committed and highly competent TGF / First Tee Tennessee team members. This effort will include regional needs assessments, job design, recruitment and training of both staff and volunteer team members.

### **Public Relations / Communications / Special Events**

The SPD will represent the First Tee Tennessee and the TGF to the West Tennessee community by serving as the spokesperson and public advocate for the efforts of the TGF and First Tee. The SPD must be a visible, visionary, and influential leader in the community with an emphasis on promoting and raising the profile of the TGF's efforts to make a positive impact on the lives of its constituency through the game of golf. A key area of focus will be engaging and serving disadvantaged and at-risk populations through diversity and inclusion initiatives.

In conjunction with TGF staff, the SPD will lead the First Tee's effort to develop and deliver a comprehensive communication and messaging plan with consideration and customization for the needs of each community served.

SPD will represent the TGF and First Tee to the West Tennessee business and philanthropic community to help gain access to community leaders and influencers, as well as building relationships required for successful resource development and fundraising efforts.

The SPD will coordinate and collaborate with the TGF communications staff regarding media strategies and news outlet relationships.

The SPD will lead TGF and First Tee special event initiatives in the region in collaboration with TGF headquarters staff and leadership team.

SPD will represent the TGF and First Tee Tennessee as appropriate at golf industry meetings, conferences and special events.

### **Administrative and Financial Management**

SPD will be responsible for ensuring that the First Tee Tennessee West Tennessee region operates according to the administrative policies, procedures and guidelines of both the TGF and First Tee national headquarters.

SPD will work with TGF senior staff to develop both long-term and annual operating and capital business plans including key operating objectives and budgets.

SPD will oversee and ensure regional compliance with all TGF financial systems and accounting procedures.

SPD will prepare periodic operating reports summarizing month and year-to-date operating / participant activity and financial performance.

SPD will oversee and ensure compliance with all TGF human resource policies, procedures and guidelines within the region.

## **Fundraising and Resource Development**

Work closely with TGF Senior Leadership to lead the TGF / First Tee Tennessee regional effort to develop a comprehensive strategy for resource development, sponsorships and fundraising in the West Tennessee region.

Develop and nurture key donor relationships throughout the region including identifying, cultivating, soliciting, and stewarding donors and businesses through regular touchpoints.

Lead the effort in West Tennessee to develop and engage the TGF's West Tennessee Regional Advisory Council in assisting the TGF in achieving its mission and key operating objectives within the region.

Identify and nurture key industry relationships to include golf facility partners, state and local golf organizations and golf manufacturers and suppliers.

Oversee and lead an effective regional grant writing program with relevant private and governmental organizations.

Oversee planning and execution of TGF / First Tee Tennessee fundraising events in the region, including securing partner facilities, corporate sponsorships and in-kind donations.

### **Key Attributes for Success:**

Embody and communicate a clear, inspiring and entrepreneurial vision for the TGF and First Tee Tennessee and the ability to lead the First Tee / TGF team to translate that vision into effectively executed operating plans.

Partner effectively with the TGF staff to grow and build on the success of existing programming while continually innovating and improving outcomes for the audiences we serve.

Ensure program effectiveness and community support through the ongoing evaluation of both quantitative and qualitative program results and to articulate a comprehensive impact story.

Expand and scale our TGF / First Tee programming in high priority areas, including underserved and underrepresented communities.

## **Preferred Qualifications**

Deep commitment and alignment with the mission of the TGF / First Tee Tennessee to positively impact the lives of our community members with an emphasis on underserved and underrepresented groups.

A passion for the game of golf and the opportunity it provides for people to learn life lessons that transcend the golf course.

Significant executive level business management or non-profit management experience.

Entrepreneurial spirit and ability to help the TGF / First Tee Tennessee stand out in a highly competitive non-profit environment.

Ability to build high quality, enduring relationships with diverse audiences.

Hands-on, successful experience in fundraising and resource development.

Strong interpersonal skills with the ability to effectively communicate up and down the organization.

Solid fiscal management experience with the ability to effectively steward, safeguard and manage a significant and growing budget.

Outstanding written and oral communication skills.

Excellent skills with various technology platforms (Microsoft Office, Google, Salesforce, etc.)

Ability to work and maintain a flexible schedule.

Ability to travel and attend TGF / First Tee events at both the regional and national level as appropriate.

Bachelor's degree in relevant field and / or at least 5+ years of relevant work experience.

Proven track record of leading teams and achieving company / organizational goals.

Relevant non-profit organization, business management, golf industry and / or youth development experience is a plus.

### **To Apply**

Please submit a cover letter and resume in a timely manner detailing your experience related to the key areas of responsibility to Shawn Mauer, Executive Director First Tee Tennessee via email at [smauer@tngolf.org](mailto:smauer@tngolf.org). Please include 3 references along with reference contact information. References provided will only be contacted after an initial interview.

### **Compensation Package**

Compensation package commensurate with experience to include base salary, annual bonus opportunity and competitive benefits package.

This is a Full-Time, Salaried-Exempt Position

This position will be open until filled.

### **Equal Employment Opportunity Statement**

The Tennessee Golf Foundation is an equal opportunity employer, valuing diversity, equity, 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.