



Executive Director

CHAPTER OVERVIEW

First Tee – Inland Empire 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.

ABOUT FIRST TEE – INLAND EMPIRE

Since 2017, First Tee – Inland Empire 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 proven life skills curriculum, First Tee – Inland Empire 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 delivered throughout two counties in the Inland Empire- San Bernardino and Riverside Counties at 16 golf courses, in SBCUSD at 52 schools, and through 49 community partners throughout the Inland Empire reaching over 49,000 kids in 2022. First Tee – Inland Empire currently has an annual operating budget of approximately \$500,000.

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.

POSITION SUMMARY

The Executive Director (ED) 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 data, and provides detailed reports to the Board of Directors. The Executive Director is an advocate, providing public education and information services. In collaboration with the Board and 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 and Strategy:

- Share in the development and implementation of the Strategic Growth Plan
- Collaborate closely with the board to meet First Tee Benchmarking Metrics
- Provide energetic leadership and support to the board, including areas of governance rules and laws, recruitment, fundraising, education, meeting facilitation, etc.
- Lead, motivate, and manage a dynamic staff (3-5) direct reports, and grow the volunteer base to be passionate about the mission
- Develop, review, and implement effective personnel policies and procedures

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, Salesforce, and other technologies
- Liaise between SBCUSD and First Tee for all golf school programming

Facility:

- Assist appropriate professionals with the creation of site operation plans for proposed Stockton Golf and Learning Center and others that may arise
- Establish and maintain affiliate relationships

Public Relations/Communication/Events

- Develop and oversee all communication activities and policies
- Oversee maintenance of 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 QuickBooks or other financial management system
- Create and Manage First Tee capital and operating budgets including monitoring all receipts and disbursements
- Maintain insurance policies in compliance with First Tee and industry standards
- 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 and appropriate Board committee
- Involve volunteers and parent organizations
- Oversee payroll process for employees, report to Accountant
- 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, write grant proposals and submit timely grant reports
- Oversee and participate in all fundraising activities
- Identify and cultivate major donors
- Maintain a donor and participant database

PREFERRED QUALIFICATIONS

- Passion for youth development and the Mission of First Tee.
- Minimum of five years of experience in the non-profit sector and/or fundraising with at least three years management experience.
- Bachelor's degree in leadership, business/non-profit management, sports administration, or related field strongly preferred.
- Ability to identify, recruit, and develop/coach strong talent with a proven track record of effective staff and volunteer management, including recruiting, on-boarding, development, evaluation, and coaching.
- Knowledge of fiscal management, budgeting, cash flow management, internal controls, and organizational governance.
- Proven track record in leading large-scale fundraising efforts, including major gifts cultivation and stewardship.
- Relationships and knowledge throughout San Bernardino and Riverside Counties (Inland Empire) located in SO CA
- Knowledge of QuickBooks, Donor View, Salesforce, Word Press, and Canva, a strong plus!

TO APPLY

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

SALARY RANGE AND JOB TYPE

Reports to the Board of Directors

Salary Range \$85,000 - \$95,000

Compensation will be commensurate with experience including competitive benefits

Full-time, Exempt

Equal Employment Opportunity Statement:

First Tee – Inland Empire 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.