



## Chief Executive Officer

POSITION TITLE: Chief Executive Officer

DEPARTMENT: Executive Leadership

SUPERVISOR: Pro Kids Board of Directors

STATUS: Regular, Full-Time, Exempt

WORK SITE: Onsite in City Heights and Oceanside

COMPENSATION: \$160,000-\$190,000 DOE

Chapter Overview: Founded by former AFL/NFL player Ernest H. Wright, Sr. and incorporated as a 501(c)(3) public charity in 1994, Pro Kids, First Tee – San Diego, is a leader in providing educational and support services to underserved youth in San Diego County. These opportunities are directed through positive life-changing experiences. Pro Kids challenges youth to excel in life by promoting character development, life skills, and values through education and the game of golf.

Position Summary: The role of Chief Executive Officer (CEO) of Pro Kids | First Tee – San Diego, is to lead all efforts in achieving the organization’s vision of providing opportunity through positive life-changing experiences to underserved youth in the region. The CEO will serve as the primary spokesperson of the organization, and will oversee the organization’s fundraising, operations and supervision of staff. Reporting to the Board of Directors, the Chief Executive Officer will ensure that the organization is fiscally sound, will provide the leadership for its internal and external communications, and will ensure that fund development and programs are meeting the current and anticipated needs and interests of its constituents.

### Key Duties and Responsibilities

#### Leadership & Vision

- Establish a clear vision for the continued growth and expansion of the organization. Provide direction to guide programs that align with the organization’s vision.
- Initiate and strengthen relationships and collaborations with organizations and leaders who are connected to Pro Kids’ mission and purpose.
- Work in partnership with the board and staff to develop and carry out policies approved by the Board of Directors.
- Drive the development and implementation of the strategic plan and hold the leadership team accountable to deliver on its success.

#### Strengthening Infrastructure and Operations

- Lead the development and implementation of the fundraising strategy to ensure that the organization meets, and ideally exceeds its goals.

- Utilize effective management to ensure professional and efficient day-to-day operations.
- Identify, develop, build and maintain a high performing senior leadership team.
- Provide fiscal management, including developing long and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place.
- Ensure organizational priorities and operations support the needs of the program and staff.

#### Board Relations

- Collaborate with the board to develop the organization's strategy, policies, and goals.
- Assist the board in identifying, recruiting and onboarding new board members who will add diversity and whose talents, interests and commitment will help to further the organization's mission.
- Establish and maintain a transparent relationship with the Board regarding all financial and programmatic metrics.
- Enlist all board members to participate in the identification, cultivation, and stewardship of donors.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

#### Education, Knowledge, Skills, and Abilities

Knowledge of the San Diego philanthropic community is a strong plus.

- Bachelor's degree or equivalent related experience
- Minimum of five (5) years' serving as CEO for a children's focused large non-profit with significant fundraising experience
- Three (3) years' experience working directly with a Board of Directors
- A working knowledge of standard fundraising concepts, practices & procedures, and in establishing a successful fundraising model is required
- Detail oriented and precise with superior analytical skills
- Ability to demonstrate initiative, prioritize, handle multiple tasks, meet deadlines, and work under pressure
- Must be able to maintain confidentiality
- A knowledge of golf, and plays occasionally

#### Candidate Profile

The ideal candidate will have experience building, motivating, leading, and retaining a successful team. This detailed-orientated, creative leader will utilize strong communication and interpersonal skills to lead and manage all stakeholders. An entrepreneurial mindset coupled with the ability to work collaboratively and independently is key to success as CEO. An expert networker and consummate professional with the ability to build strong relationships with board and community members will thrive in this role.

#### Physical Requirements and Work Environment

Must have the ability to stand for extended periods of time in classroom setting; ability to stand and walk for extended periods of time; ability to bend, stoop, climb stairs, see and read a computer screen and printed material with or without vision aids; hear and understand speech at average levels while indoors, outdoors, and on the telephone; speak in audible tones so that others may

understand clearly; ability to lift up to 25 pounds to shoulder height and 50 pounds to waist height; visual and auditory ability to respond to critical incidents; physical ability to act in an emergency situation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

#### Additional Information

This position is a regular, full-time, exempt position, with work on-site required at the City Heights facility and frequent off-site meetings (including at our Oceanside facility) and events. This position requires a criminal background check and drug test prior to hire.

Studies have shown that marginalized communities are less likely to apply to jobs unless they meet every single qualification. If you are excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this role!

#### To Apply

Please submit your resume, compensation expectations, and cover letter for this position, along with an example of your past development work (such as a donor presentation, annual funding plan, donor analysis report, etc.) to Pepper Peete, [PepperPeete@firsttee.org](mailto:PepperPeete@firsttee.org).

#### Equal Employment Opportunity Statement

*Pro Kids provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*