



Position Title:	Executive Director
Accountable To:	COO, YMCA of the Virginia Peninsulas
Classification:	Salaried/Full-time

ABOUT FIRST TEE – VIRGINIA PENINSULA

Since 2011, First Tee – Virginia Peninsula 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 – Virginia Peninsula 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 at golf courses, schools, and youth centers throughout the Virginia Peninsulas.

The chapter falls underneath the umbrella of the YMCA of the Virginia Peninsulas and is well positioned to grow its impact significantly in the coming years.

POSITION SUMMARY

The Executive Director (ED) is responsible for the management, oversight, direction, and operations of the First Tee – Virginia Peninsula. The Executive Directors provides leadership to program and curriculum development, planning, and promotion of the First Tee's Programs.

The ED is expected to be a highly visible member of the community representing First tee and the chapter's efforts, working diligently to promote and expand the the organization throughout the chapter's 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.

The ED will be instrumental in helping First Tee – Virginia Peninsula continue to achieve its potential.

Key Criteria for success of the role include:

- The candidate will have a passion for positively impacting young people through the game of golf to achieve the organization's mission and goals. S/he consistently strive for excellence to all participants, parents, volunteers, and co-workers in a manner that reflects First Tee's values and character development.

- Embodying a clear, inspiring, strategic vision and coaching a team to translate those strategies into effectively executed plans;
- Achieving strong fundraising success through a robust development program, including expanded engagement with individuals, corporations and foundations;
- Strong community engagement to expand the reach of The First Tee throughout the community to families, donors, partners, and community stakeholders;
- Ability to collaborate effectively with the YMCA of the Virginia Peninsula and an advisory board to develop strong board governance and fundraising practices;
- Partnering effectively with the YMCA of the Virginia Peninsula, the advisory board, and staff to build on the success of the program to continually innovate and improve outcomes for youth;
- Expand First Tee's programming in additional high priority, at risk neighborhoods, with intentional focus on the underserved and underrepresented communities;
- Ensuring program effectiveness through evaluation to articulate a comprehensive impact story and to ensure these programs are delivered with efficacy and enthusiasm.

DUTIES AND RESPONSIBILITIES

Strategy: The ED will lead, along with the YMCA of the Virginia Peninsula and an advisory board, will set and articulate a vision for the organization, develop strategies and goals to align and coordinate efforts to grow agency operations, programs, and resources. They will share in the development of the strategic plan including creation of annual development plan supporting the chapter strategic plan. The ED will have fiscal responsibility of the organization along with responsibility to budget /forecast to align with strategic plan.

Fundraising: The ED, along with the advisory board and with the direction of the YMCA of the Virginia Peninsulas, will identify, cultivate, solicit, and steward contributed revenues to support the organization while also activating key partners and volunteers to provide meaningful assistance. The Executive Director will be a demonstrated or emergent leader in the field of development with conceptual knowledge of fundraising and development trends with an ability to leverage relationships and partnership opportunities. The Executive Director will adopt a creative approach to expanding and deepening new and existing donor support and will build strong brand awareness throughout the Virginia Peninsulas.

Governance: The ED, the YMCA of the Virginia Peninsulas, and the advisory

board will work together, collaboratively, to determine how the organization can best achieve its mission. S/he will support each committee in their roles and responsibilities and work to facilitate a strong recruitment and development process.

Communication and Marketing: The ED will continue to raise the public profile of First Tee – Virginia Peninsula by serving as the spokesperson and advocate for the organization, as well as being a visible, visionary, and influential leader and fundraiser in the community. The ED will be the storyteller and communicate the donor-centric stories of impact and opportunities to empower kids by putting them on course for life. The ED will leverage national collateral with recently created brand insight work for First Tee – Virginia Peninsula to promote local approach to youth development through the game of golf.

Management & Compliance: The ED will provide energetic leadership; and oversee staff, and plan and oversee growth of office infrastructure.

ED will manage, monitor, and oversee all financial reporting including management of budget and revenue. Oversee facilities, insurance procurement, risk management and operational management.

ED will maintain strong lines of communication between First Tee – Virginia Peninsula and First Tee Headquarters. She/he will ensure the chapter maintains compliance with national organization. The ED will attend First Tee Network Summit, Regional Meetings and additional network training. Network with other Chapters and exchange best management practice ideas. Execute all other duties tasked by the Board of Directors.

Leadership: The ED will effectively develop and manage volunteers and staff, advocating for diversity, training, recognizing, and supporting, engaging in problem solving and managing conflicts, and possessing organizational skills, They will recruit and hire a strong staff and volunteer team ensuring their success through an effective performance management/appraisal process. They will implement and monitor a risk management plan, policies, and procedures in line with First Tee and the YMCA.

Character: The ED will exhibit appropriate behavior and communicate effectively acting on values, exuding integrity, inspiring others, demonstrate cultural competence, embrace differences, and be self-aware. They will promote character development and the values of the First Tee and YMCA. They will prepare statistical, analytical, and narrative reports regarding First Tee operations.

IDEAL QUALIFICATIONS

- Ability to work independently.
- A Relationship Builder that can cultivate and steward meaningful relationships.
- Exhibits passion for Youth Development and Mission of First Tee
- At least 2 years of management experience including considerable experience in fundraising, staff and board development, strategic planning, and marketing.
- Bachelor's degree in leadership, business/non-profit management, sports administration, or related field preferred.
- Ability to identify and recruit 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.
- Proven track record of effective communication and relationship development with diverse stakeholders.
- Embody the values of First Tee – Virginia Peninsula, including a commitment to collaboration, valuing diversity, inclusiveness, and team building.
- Demonstrated ability to multi-task and prioritize, ensuring day to day operations run smoothly while also spending a significant portion of time on longer-term strategic priorities.
- Connection to First Tee is a strong plus.

EFFECT ON END RESULT

1. Continued growth of the budget.
2. Increased utilization of volunteers.
3. Support and maintain a high functioning advisory board.
4. Increased diversity of volunteers and staff to match demographics of the community.
5. Achieve operating objectives.
6. Grow and exceed annual campaign goal.
7. Develop an effective and efficient staff committed to the success of the First Tee.
8. Development of a well maintained, safe, clean and efficiently run program for participants, staff, and volunteers.

TO APPLY

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to pepperpeete@firsttee.org.

SALARY RANGE, BENEFITS AND JOB TYPE

Full-time exempt

Salary \$56,000 (commensurate with qualifications/years of experience)

Excellent benefits, including 12% retirement upon meeting the requirements of the National YMCA Retirement Fund. 65% employee paid health/dental insurance, FSA, \$25,000 Life/AD&D policy, vacation, and sick leave. Includes YMCA Family Membership.

Equal Employment Opportunity Statement:

First Tee – Virginia Peninsula is an equal opportunity employer, valuing diversity 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.