



**First Tee - Orange County
Director, Business Operations**

First Tee Overview

First Tee - Orange County was established in 2013. We are more than a sports program. We shape the lives of young people throughout communities in Orange County providing character building and life skills lessons through the game of golf. To date, we have served over 30,000 youth in Orange County. To learn more about First Tee – Orange County, visit our website at <https://firstteeorangecounty.org>.

Mission Statement

To impact the lives of young people by providing educational programs that build character, instill life-enhancing values, and promote healthy choices through the game of golf.

Reporting Structure

The Director of Business Operations will report to the Chief Executive Officer (CEO)

Position Location

This is a hybrid position based at FTOC's Main Office, Anaheim, CA

Employment Status

Full-Time/Exempt Position

Job Summary

The Director of Business Operations will lead the chapter management and oversight of financial planning, analysis, and all financial related functions; human resources; facility needs; and chapter projects. The director will also oversee all the reporting and analysis of the program participants, employees and volunteers.

Ideal Candidate

The Orange County Chapter of First Tee seeks candidates who are strong leaders with outstanding communication and interpersonal skills; high energy, with a "can do" attitude; proactive and flexible in an environment of change, a critical thinker, customer service friendly, and solution oriented. This candidate will be a "self-starter" and has the opportunity to create this new position while working closely with the chapter team. The candidate will have a high level of integrity who lives the core values of First Tee, will be passionate about youth and enjoys working with staff, a volunteer community, participants, and their families. The ideal candidate will work collaboratively with the other staff and partner closely with the CEO with achieving chapter key initiatives and organization benchmarks.

Roles and Responsibilities

Financial:

- Leads the planning, forecasting, and analysis of budgets and actuals including participant and volunteer data
- Prepares ad-hoc analysis of chapter performance and metrics while interpreting data on behalf of the organization
- Prepare, develop, and maintain financial reports and presentations for internal and external reporting purposes
- Maintains banking and investment accounts including transfer of funds
- Communicates frequently with CEO on all financial matters to ensure compliance on use of funds, necessary funding to all bank and investment accounts and all other necessary financial matters.

- Leads and oversees all aspects of financial management for the chapter working closely with external resources and relationships including the bank(s), payroll, accounting, and tax firms.
- Assists the chapter leadership staff prepare the monthly board meeting documents.
- Assists the CEO with the strategic planning process and strategic plan execution

Human Resources:

- Employees:
 - Oversees the human resource function and administration including payroll, time & attendance, employee relations, policies, procedures, and programs.
- Volunteers:
 - Oversees recruiting, training, and management of the chapter volunteer program

Operations/Project Management:

- Leads and manages projects, ranging from start, to implementation, to improvement.
- Oversees policies and procedures for the organization
- Maintains all legal documents for the chapter
- Responsible for maintaining the board meeting documents
- Responsible for the compliance of all safety and risk management requirements
- Oversees the Dad Miller facility and any inventory and tracking needs of the satellite teaching locations

Other:

- Oversees technology needs of the chapter; hardware/software including system needs at facilities and for remote and office employees
- Subject matter expert of the chapter systems including Salesforce, Givesmart (Fundraising/CRM), Paychex products; First Tee apps
- Duties as assigned and needed

Qualifications

- Bachelor's Degree preferred
- 3-5 years minimum finance and accounting experience required
 - Experience and highly developed financial acumen with forecasting, variance analysis, interpretation of data, and understanding of business drivers to financial results
- Prior FP&A experience preferred
- Strong relationship building skills with the ability to be an influential collaborator cross-functionally and with all levels of management
- Understanding of human resources functions and knowledge
- Project management skills, business acumen, detail orientation, with demonstrated responsiveness, exceptional communication skills, and interpersonal flexibility is required
- Strong technical skills and digitally savvy
- Proficient with Microsoft Office (Word, Excel, and PowerPoint) and Quickbooks
- Experience with Paychex, Salesforce, and other database systems a plus
- Ability to make recommendations, gain agreement and implement solutions on behalf of a diverse organization
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Additional Position Criteria

An excellent command of the English language, both verbally and written, is required.

The individual must also successfully complete a Safe Sport pre-employment background check and training

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is regularly required to type, file, or lift office supplies up to 20 lbs.

Compensation

The Compensation is commensurate with experience and qualifications.

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

Other Information:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel is required approximately 15-20% of the time.

Please submit your resume, compensation history and other relevant information to careers@thefirstteeoc.org.

No phone calls, please.