

IMA Recreation Association



Position

Executive Director, First Tee — Eastern Michigan, IMA Recreation Association

Organization

Since 2013, First Tee — Eastern Michigan 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 life skills curriculum, First Tee — Eastern Michigan 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 in the community.

First Tee — Eastern Michigan was established in 2013 and is a program of the IMA Recreation Association. Our service area includes Genesee, Lapeer, Tuscola, Saginaw, Isabella, Bay and Midland Counties.

Position Summary

The Executive Director (ED) is responsible for the management, oversight, direction, and operations of the First Tee — Eastern Michigan. The Executive Director 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 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 — Eastern Michigan achieve its full 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.
- Achieving strong fundraising success through a robust development program, including expanded engagement with individuals, corporations and foundations as well as fundraising events.
- Embodying a clear, inspiring, entrepreneurial vision and guiding the team to translate those strategies into effectively executed plans.
- Partnering effectively with the IMA Recreation Association Board of Directors, advisory committee, and staff to build on the success of the program to continually innovate and improve outcomes for youth.
- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics to articulate a comprehensive impact story.
- Expand and scale First Tee's programming into additional high priority, at risk neighborhoods.
- Ensuring program effectiveness through evaluation to articulate a comprehensive impact story and to ensure these programs are delivered with efficacy and enthusiasm.

Responsibilities

Strategy: ED will, along with the IMA Recreation Association and an advisory committee, develop strategies and goals to align and coordinate efforts to grow FTEM operations, programs, and resources. ED will create an annual development plan supporting the chapter strategic plan. ED will have fiscal responsibility of the organization along with responsibility to budget /forecast to align with strategic plan.

Fundraising: ED, along with the IMA Recreation Association Board and committees, will identify, cultivate, solicit, and steward contributed revenues to support the organization while also activating key partners and volunteers to provide meaningful assistance. ED will establish revenue goals tied to

strategic priorities and share quantitative progress assessments. Creative, donor-centric stewardship is to be complemented by relationship and mission-based acquisition of new donors of all levels, including major donors with the capacity to retain major gifts.

Governance: The ED and the IMA Recreation Association board will work together, collaboratively, to determine how the organization can best achieve its mission. The ED will support each committee in their roles and responsibilities and work to facilitate a strong recruitment and development process.

Marketing: The ED will leverage national collateral with recently created brand insight work for First Tee — Eastern Michigan to promote local approach to youth development through the game of golf. ED will be responsible for social media, website, email, print and television marketing. ED will be the local storyteller-in-residence and communicate the donor-centric stories of impact and opportunities to empower kids by putting them on course for life.

Management & Compliance: ED will provide energetic leadership, support, and recruitment assistance to the IMA Recreation Association Board of Directors; delegate and oversee First Tee staff, and plan and oversee growth of office infrastructure. ED will ensure chapter maintains in compliance with national organization. ED will have an office located at IMA Brookwood in Burton, Michigan. Some travel within our service area is required.

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.
- Knowledge of Microsoft Office, Google Suites, Salesforce, WordPress and donor management software a plus.
- At least 2 years of management experience including considerable experience in fundraising, staff and board development, strategic planning, and marketing preferred.
- 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 – Eastern Michigan, 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.

To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to joethepro@pga.com

Closing date for this position is 2/20/2024. First Tee – Eastern Michigan has the right to accelerate or extend the closing date of this position at any time.

Salary Range and Job Type

Salary: \$45,000 to \$65,000

Compensation will be commensurate with experience including base salary, bonus opportunity, and benefits package.

Individual Health Insurance

Simple IRA Match

Paid Holidays & Paid Time Off

Family Golf Privileges

Full Time, Exempt

Equal Employment Opportunity Statement:

First Tee – Eastern Michigan 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.