



POSITION: Executive Director

ABOUT FIRST TEE – Shenandoah Valley

The First Tee - Shenandoah Valley is the premier youth development organization that uses a Life-Skills Education curriculum and the Nine Core Values to impact the lives of young people. We provide learning facilities and educational programs that promote character-development and life-enhancing values through the game of golf. Our program services youth Ages 5-17 in the City of Harrisonburg and Rockingham, Shenandoah, Page, and Augusta Counties. In 2020, we had over 9,000 youth participants through our program, public schools, private schools, and other outreach.

POSITION SUMMARY

The Executive Director provides leadership to the overall program, advancement and fundraising efforts, and promotion of First Tee. The ED is expected to be a highly visible member of the community representing First tee and the chapter's efforts and working diligently to promote and expand the organization throughout the chapter's service area.

KEY CRITERIA FOR SUCCESS:

- A passion for positively impacting young people through the game of golf
- Striving for excellence with all participants, parents, volunteers, and co-workers
- Developing a clear, inspiring, and strategic vision
- Achieving fundraising success through broad engagement in the community
- Building strong community engagement and partnerships to expand the reach and impact of First Tee to families, donors, local governments, partners, and community stakeholders.
- Ensuring program effectiveness through evaluation and assessment

DUTIES AND RESPONSIBILITIES

- Strategy: The ED 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.
- Fundraising: The ED will identify, cultivate, solicit, and steward fundraising to support the organization while also activating key partners to provide meaningful support and assistance.
- Governance: The ED & the governing board will work partner to achieve First Tee's mission.
- Communication and Marketing: The ED will raise the public profile of First Tee –being a visible, visionary, and influential leader and fundraiser in the community.
- Management & Compliance: The ED will provide energetic leadership; and oversee staff, and plan and oversee growth of office infrastructure.

IDEAL QUALIFICATIONS

- A Relationship Builder that can cultivate and steward meaningful relationships.
- Exhibits passion for Youth Development and the Mission of First Tee
- Experience and comfort being the face and advocate of an organization to all constituents
- At least 2 years of management experience including experience in fundraising, staff and board development, supervision, strategic planning, and marketing.
- Bachelor's degree in leadership, business/non-profit management, sports administration, or related field preferred.
- Knowledge of fiscal management, budgeting, cash flow management, internal controls and organizational governance.
- Embody the values of First Tee – Shenandoah Valley, 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.

TO APPLY

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to Board Chair, Dr. Tim Miller at timmmiller@gmail.com

SALARY RANGE, BENEFITS AND JOB TYPE

Full-time exempt

Salary \$50-56,000 (commensurate with qualifications/years of experience) + commission.

Equal Employment Opportunity Statement:

First Tee – Shenandoah Valley 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.