

JOB DESCRIPTION

The Board of Directors of the First Tee – Howard County is hiring a new Executive Director. This is a full-time position, with benefits, and a \$ 65,000 yearly salary.

ORGANIZATION

First Tee - Howard County 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 - Howard County creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do.

POSITION SUMMARY

The Executive Director provides overall management of all fiscal and program operations, implements policies established by the Board, evaluates program and service data, and provides detailed reports to the Board of Directors. The Executive Director is an advocate providing public education and information services. The Executive Director works with the Board of Directors and other staff to develop, implement, evaluate and maintain programs, services and activities, which fulfill the mission and goals of the First Tee.

RESPONSIBILITIES

- Strategy:
 1. Executive Director will lead, along with the Board, to develop strategies and goals to align and coordinate efforts to grow First Tee - Howard County operations, programs, and resources.
 2. Executive Director will create an annual development plan supporting the chapter strategic plan.
 3. Executive Director will have fiscal responsibility of the organization along with responsibility to budget/forecast to align with strategic plan.
- Fundraising
 1. Executive Director will work with the Board and Fundraising Committee to develop and implement effective fundraising strategies, build relationships with donors and sponsors and organize fundraising events and campaigns.
 2. Executive Director will establish revenue goals tied to strategic priorities and share quantitative progress assessments
- Governance
 1. The Executive Director and the Board will work together to determine how the organization can best achieve its mission.
 2. The Executive Director will support each committee in their roles and responsibilities.
- Marketing
 1. The Executive Director, with assistance from the Marketing Manager, will promote all First Tee Howard County programs and fundraising activities.
- Management and Compliance
 1. Executive Director will provide leadership, support, and recruitment assistance to the Board of Directors.
 2. Executive Director will ensure chapter maintains compliance with national organization.
 3. Executive Director will maintain legal and accounting compliance according to 501c3 requirements.
 4. Executive Director will hire, evaluate and provide performance reviews for all employees.

5. Executive Director will oversee payroll for employees in consultation with Columbia Association.
6. Executive Director will establish personnel policies for employees and volunteers subject to approval of the Board.
7. Executive Director will research and write grant proposals.

QUALIFICATIONS

- Knowledge of, and commitment to the goals and philosophy of the First Tee.
- Executive experience, philanthropic community with demonstrated history of success in coordinating and implementing integrated fundraising strategies, grant/proposal writing, fundraising events, major gifts, campaigns, donor relationship building, and planned giving.
- Well-organized and energetic, lead-by-example doer, committed to personal excellence in leadership and execution who will uphold ethical standards and values of the First Tee.
- General knowledge of sports and enthusiasm for golf and prior direct experience with youth development programming preferred.
- Executive experience with profit and loss, budgeting and fiscal management.
- Basic computer skills a must; thorough working knowledge of MS Office and Google docs/sheets a must.
- Schedule flexibility.
- Leadership and people management skills, as well as the ability to work with and understand the role of volunteers.
- College degree a plus.
- Public and/or community outreach program experience a plus.
- Public speaking/presentations skills, the ability to relate to county leaders, and a strong connection to and understanding of Howard County.
- Able to travel to attend Academies, Regional and Annual Meetings and Training sessions.

WORKING ENVIRONMENT

- Will require working closely with others, working alone, working irregular hours, and traveling by car, van, and bus
- Most work inside, some work outside in extreme heat, cold, and other adverse weather conditions

Disclaimer

The list of Responsibilities set forth above is not exhaustive, but is merely the most accurate list for the current job. First Tee – Howard County reserves the right to revise this job description and to require that other tasks be performed when the circumstances of the job change.

To Apply

Applicants may send their cover letter and resume to the following email address: Firsttee@columbiaassociation.org