

# ***FIRST TEE GREATER TOPEKA***

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## **CHIEF EXECUTIVE OFFICER (CEO)**

### **Position Announcement**

**1-9-25**

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#### **CHAPTER OVERVIEW**

First Tee – Greater Topeka is a Chapter of an international non-profit youth initiative called First Tee. First Tee – Greater Topeka was created to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. First Tee Life Skills Experience is the unique component that sets First Tee apart from many other successful junior golf programs and youth development programs.

#### **MISSION STATEMENT**

The mission of First Tee - Greater Topeka is to impact the lives of young people (ages 6 – 18) by providing educational programs that build character, instill life-enhancing values, and promote healthy choices through the game of golf.

#### **REPORTING STRUCTURE**

The CEO reports to the Board of Directors.

#### **JOB SUMMARY**

Under the direction of the Board of Directors, the CEO is responsible for the overall management and operation of the organization to implement the bylaws, policies, and directives of the Board of Directors as to the mission of the organization. The CEO is responsible for strategic planning, revenue generation, financial management, organizational development, staff management, and program operations, including ensuring full compliance with board directives and requirements of the City, State and Federal government.

#### **PREFERRED QUALIFICATIONS**

- Bachelor's Degree and/or five (5) years of leadership of a like non-profit organization.
- Financial and operational acumen; knowledge and/or experience with budget development/management, fundraising and strategic planning experience.
- Effective technical knowledge and computer skills
- Demonstrated leadership, supervisory, mentoring and personnel development and organizational skills
- Strong decision - making, problem solving and conflict resolution abilities and excellent presentation and communication skills, both written and oral.
- Flexibility to attend evening and weekend events and travel to The First Tee meetings, trainings and conferences and flexibility to adjust to changing priorities.

## **JOB DUTIES**

### **FINANCIAL, ADMINISTRATIVE, FUNDRAISING**

- Fundraising is a top priority. Oversee and develop all fundraising activities, grants.
- Execute the financial guidelines within a financial management system.
- Maintain legal and accounting compliance according to 501(c)(3) requirements.
- Manage the budget including all receipts and disbursements.
- Hire, evaluate, and review all staff. Engage volunteers and parent organizations.
- Function in accordance with the Chapter License Agreement and Chapter Guidelines and Policies as they may exist from time to time.

### **PROGRAMMING AND IMPLEMENTATIONS**

- Work closely with program director in the development of training materials, coach hiring, training, and evaluation.
- Oversight of classes, clinics, training plans and program curriculum.

### **PUBLIC RELATIONS/COMMUNICATIONS**

- Develop communication plans using current platforms of communication (social media, website).
- Develop/Consult on promotional and marketing materials.
- Implement public education and outreach activities including public presentations, advocacy, and training.
- Coordinate all special events such as golf outings, graduation day, and other donor/parent related activities.

### **BOARD INTERACTION**

- Share in the development of the Strategic Plan and oversee its implementation.
- Create the fundraising/development plan and oversee its implementation.
- May be called upon to lead Board meetings.
- Develop, review, and implement effective personnel policies and procedures.
- Develop work plans for the Board and major committees.

First Tee Greater Topeka Board of Directors reserves the right to modify, change, delete, suspend, discontinue, or revise the contents of this Job Description at any time.

### **TO APPLY**

Please email a cover letter detailing your interest and experience, along with your resume (include 3 references) to – [info@firstteetopeka.org](mailto:info@firstteetopeka.org)

Preference given to applications received by January 31, 2025. Open until filled.

### **SALARY RANGE, BENEFITS AND JOB TYPE**

Salary Range –Based on experience

Health insurance stipend for employee.

Vacation/Holiday/Sick leave benefits.

The CEO will be eligible for an annual performance-based incentive bonus.

Full Time, Exempt, Reports to Board of Directors

Equal Employment Opportunity Statement:

First Tee Great Topeka 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.