



<b>Position Title:</b>	Executive Director
<b>Accountable To:</b>	Board of Directors
<b>Classification:</b>	Salaried/Full-time
<b>Compensation:</b>	Salary commensurate with experience (Range \$85K-\$115K)

## **ABOUT FIRST TEE – GREATER CINCINNATI & NORTHERN KENTUCKY**

Since 2006, First Tee – Greater Cincinnati & Northern Kentucky 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 proven life skills curriculum, First Tee – Greater Cincinnati & Northern Kentucky 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 delivered throughout 7 counties in Southwest Ohio and Northern Kentucky at 8 golf courses, via 105 school program partners, and through 21 community partners throughout Greater Cincinnati & Northern Kentucky reaching over 29,000 kids in 2025. First Tee – Greater Cincinnati & Northern Kentucky has an approximate annual budget of \$650,000.

## **POSITION SUMMARY**

The Executive Director will provide leadership and oversee the development, implementation, evaluation, and maintenance of programs, services, and activities which fulfill the organization's mission. Inspired by a genuine passion for empowering and helping youth succeed in life, s/he will work diligently to promote the organization throughout the community.

Reporting to and partnering with the Board of Trustees (Board), the Executive Director is charged with leading First Tee – Greater Cincinnati & Northern Kentucky's success, realizing the organization's vision, and achieving its goals for community impact and financial stability. The Executive Director leads and manages the operations of First Tee – Greater Cincinnati & Northern Kentucky, including fundraising, relationship development, financial management, marketing, strategic planning, and programming.

The Executive Director will be a highly visible member of the community, representing First Tee – Greater Cincinnati & Northern Kentucky to internal and external stakeholders, including employees, board members, financial supporters, community partners, volunteers, youth and their families. S/he will

embody the First Tee's strong commitment to its youth and will promote the organization throughout the community, accelerating its impact, resource development and brand recognition.

The Executive Director will be instrumental in helping First Tee – Greater Cincinnati & Northern Kentucky continue to achieve its potential.

## **DUTIES AND RESPONSIBILITIES**

**Leadership and Strategy:** The Executive Director will provide energetic leadership, support, and recruitment assistance to the Board. S/he will lead, motivate, manage, and develop a dynamic staff (3-5 direct reports) and volunteer base (currently 125) to be passionate about the mission and work effectively together. The Executive Director will be the face of the organization, engaging with the community, donors and sponsors, staff, and the children and families served. The CEO will collaborate closely with the Board to develop and execute the organization's strategic plan, annual plan and operating budget.

**Development/Fundraising:** The Executive Director, working collaboratively with the Board, will implement a comprehensive development plan that identifies, prospects, cultivates, solicits, and stewards broad-based funding streams to support the organization. The Executive Director will establish revenue goals tied to strategic priorities and share quantitative progress assessments.

**Governance:** The Executive Director and the Board will work together, strategically and collaboratively, creating strategies to best achieve its mission. The Executive Director will support each committee in their roles and responsibilities, as well as communicate and inform the Board and its committees of critical developments in a timely and effective manner.

**Marketing:** The Executive Director will continue to raise the public profile of First Tee – Greater Cincinnati & Northern Kentucky by serving as the spokesperson and advocate for the organization, as well as being a visible, visionary, and influential leader and fundraiser in the community.

**Management & Compliance:** The Executive Director will manage, monitor, and oversee all financial reporting including management of budget and revenue. S/he will oversee facilities, insurance procurement, and risk management, and s/he will develop, maintain and monitor systems that ensure strong internal controls, legal/accounting compliance, and operational management.

The Executive Director will maintain strong lines of communication between First Tee – Greater Cincinnati & Northern Kentucky and First Tee Headquarters. S/he will

ensure the chapter maintains compliance with national organization standards and requirements.

### IDEAL QUALIFICATIONS

- Exhibits passion for youth development and the mission of First Tee.
- At least 5 years of experience in the non-profit sector and/or fundraising with at least 3 years of management experience. Experience should include fundraising, staff and board development, strategic planning, and marketing.
- Bachelor's degree in leadership, business/non-profit management, sports administration, or related field strongly preferred.
- Ability to identify, recruit, and develop/coach 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.
- Excellent, transparent, and inclusive communicator who follows through and follows up; ability to share thoughts and observations; and who consistently treats others equitably and with respect.
- 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 nonprofit profession and the agency.
- Relationships and knowledge throughout Southwest Ohio and Northern Kentucky are a strong plus.
- Knowledge and experience with the game of golf is also a strong plus.

### TO APPLY

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to [pepperpeete@firsttee.org](mailto:pepperpeete@firsttee.org).

First Tee – Cincinnati & Northern Kentucky is an equal opportunity employer. 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.