



## **Executive Director**

### **Organization**

First Tee—Oakland, established in 2021, supports underserved youth in the Oakland Unified School District. Through the game of golf, our program develops the skills and competencies necessary to help our youth become contributing adults in our community. Trained coaches create evidence-based learning experiences to help youth feel safe, included, and empowered. These mentors also provide tools and resources to help youth achieve positive life outcomes.

### **Job Summary**

The role of Executive Director (ED) of First Tee Oakland is to lead all efforts in achieving the organization's vision of providing opportunity through positive life-changing experiences to underserved youth in the region. The ED will serve as the primary spokesperson of the organization, and will oversee the organization's fundraising, operations and supervision of staff. Reporting to the Board of Directors, the Executive Director will ensure that the organization is fiscally sound, will provide the leadership for its internal and external communications, and will ensure that fund development and programs are meeting the current and anticipated needs and interests of its constituents.

### **Key Duties and Responsibilities**

#### **Leadership and Vision**

- Establish a clear vision for the continued growth and expansion of the organization. Provide direction to guide programs that align with the organization's vision.
- Initiate and strengthen relationships and collaborations with organizations and leaders who are connected to our mission and purpose.
- Work in partnership with the board and staff to develop and carry out policies approved by the Board of Directors.
- Drive the development and implementation of the strategic plan and hold the leadership team accountable to deliver on its success.

#### **Strengthening Infrastructure and Operations**

- Utilize effective management to ensure professional and efficient day-to-day operations.
- Provide fiscal management, including developing long and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place.
- Ensure organizational priorities and operations support the needs of the program and staff.

#### **Board Relations**

- Collaborate with the board to develop the organization's strategy, policies, and goals.

- Assist the board in identifying, recruiting and onboarding new board members who will add diversity and whose talents, expertise, interests and commitment will help to further the organization's mission.
- Establish and maintain a transparent relationship with the Board regarding all financial and programmatic metrics.
- Enlist all board members to participate in the identification, cultivation, and stewardship of donors.

## **Qualifications**

### **Required**

- Executive, non-profit philanthropic experience, 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.
- Extensive experience with fiscal management, including profit and loss statements, budgeting, accounting classifications, etc.
- Proven management skills of staff, volunteers and partner alliances at multiple levels.
- Confident strategic thinker, driven by conviction and knowledge, reliant on data analytics and context to inform decision-making, with the fortitude to guide others in these practices.
- 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 organization.
- Knowledgeable professional but also an avid and enthusiastic learner willing to ask questions and pursue professional development for self as well as staff and volunteers, fostering an active culture of philanthropic service and teamwork.

### **Preferred**

- Passionate youth development ambassador with experience promoting access to and involvement in programs by youth participants, their families, volunteers, donors, donor prospects, and allied partners.
- Prior direct experience with youth development programming.
- General knowledge of sports and enthusiasm for golf preferred.
- Relationships and knowledge throughout First Tee and the San Francisco Bay Area are a strong plus.

## **To Apply**

Please send resume' and cover letter to Pepper Peete, [PepperPeete@firsttee.org](mailto:PepperPeete@firsttee.org).

## **Salary Range and Job Type**

Base Salary Range \$120,000 - \$150,000 with up to 10% bonus target

Compensation will be commensurate with experience, including competitive benefits

Full-time, Exempt

## **Equal Employment Opportunity Statement:**

First Tee Oakland is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal/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, identity or veteran status.