



Position

Executive Director, First Tee — Lehigh Valley and Berks

Organization

First Tee — Lehigh Valley and Berks 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 — Lehigh Valley and Berks 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 offered year-round across 3 counties in Southeast Pennsylvania at 10 golf facilities or courses, 3 schools, and 1 youth center in the communities. Our school and youth center programming are new as of 2025 and we are well poised to grow our offerings in those areas.

Position Summary

The Executive Director (ED) will provide leadership and direction to fulfill the organization's mission. Inspired by a genuine passion for empowering and helping youth succeed in life, they will work diligently to promote and expand the efforts and offerings of the organization.

Reporting to and partnering with the Board of Directors, the ED will have overall strategic and operational responsibility for First Tee — Lehigh Valley and Berks staff, programs, expansion, and execution of the strategic plan.

The ED will be a highly visible member of the community, representing First Tee — Lehigh Valley and Berks throughout the service area. They 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 ED will be instrumental in helping First Tee — Lehigh Valley and Berks achieve its full potential.

Key Criteria for success of the role include:

- Achieving strong fundraising success through a robust development program, including expanded engagement with individuals, corporations and foundations
- Embodying a clear, inspiring, entrepreneurial vision and guiding the team to translate those strategies into effectively executed plans
- Partnering effectively with the Board of Directors and staff to build on the success of the program to continually innovate and improve outcomes for youth
- Living the First Tee Mission and working with the communities to develop relationships and brand recognition
- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics to articulate a comprehensive impact story
- Expand and scale First Tee's programming in additional high priority, at risk neighborhoods.
- Represent the Chapter at Regional & National First Tee Meetings and build relationships within our network
- Collaborate with First Tee Headquarters and other Chapters and leveraging the resources and relationships to achieve our goals.
- Desire to learn and leverage technology and systems to manage the day-to-day operations
- Ability to collaborate effectively with the Board of Directors to develop strong board governance and fundraising practices.

Responsibilities

Strategy: The ED will lead, along with the board and committees, to develop strategies and goals to align and coordinate efforts to grow agency operations, programs, and resources. ED will create an annual development plan supporting the chapter strategic plan. ED will have fiscal responsibility of the organization along with responsibility to work with the Finance Committee on a budget /forecast to align with strategic plan.

Fundraising: The ED, along with the Board will, cultivate, solicit, and steward contributed revenues to support the organization while also activating key partners and volunteers to provide meaningful assistance. ED will establish revenue goals tied to strategic priorities and share quantitative progress assessments. Creative, donor-centric stewardship is to be complemented by relationship and mission-based acquisition of new donors of all levels, including major donors with the capacity to retain major gifts.

Governance: The ED and the board will work together, collaboratively, to determine how the organization can best achieve its mission. The ED will support each committee in their roles and responsibilities and work to facilitate a strong recruitment and development process.

Marketing: The ED will work with the Social Media Committee to develop marketing and advertising strategies leveraging First Tee National content along with locally created content to promote a local approach to youth development through the game of golf. ED will be the local storyteller-in-residence and communicate the donor-centric stories of impact and opportunities to empower kids by putting them on course for life.

Management & Compliance: ED will provide energetic leadership, support, and recruitment assistance to the Board of Directors; delegate and oversee staff, execute necessary business transactions, and plan and oversee growth of the organization. ED will ensure chapter maintains in compliance with the National organization and legal and regulatory requirements.

Qualifications

- Executive experience, philanthropic community with demonstrated history of success in coordinating and implementing integrated fundraising strategies, grant / proposal writing, fundraising events, major gifts, campaigns, and donor relationship building.
- Executive experience with profit and loss, budgeting, fiscal management. Management of staff and volunteers (including developing a governing Board), partner alliances, and procurement of resources for direct-service programs
- 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
- General knowledge of sports and enthusiasm for golf and prior direct experience with youth development programming preferred
- 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 nonprofit profession and the agency;

- 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.

To Apply

Please submit a cover letter detailing your experience related to the responsibilities & qualifications, along with your resume to **pepperpeete@firsttee.org**.

Closing date for this position is 02/15/2026. First Tee — Lehigh Valley and Berks has the right to accelerate or extend the closing date of this position at any time.

Salary Range and Job Type

Compensation will be commensurate with experience

Full Time, Exempt

Salary Range 60-80k plus Benefits Stipend

Equal Employment Opportunity Statement:

First Tee — Lehigh Valley and Berks 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.