



Executive Director

Position Description

Position Summary

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

Reporting to and partnering with the FTNC Board of Directors, the ED will have overall strategic and operational responsibility for FTNC staff, programs, expansion and execution of the strategic plan.

The ED will be a highly visible member of the community, representing FTNC throughout the service area, including Marin, Sonoma, and Napa counties. The ED will embody FTNC'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 FTNC achieve its full potential.

Key Criteria for success of the role include:

- Achieving strong fundraising success through a robust development and marketing communications 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;
- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics to articulate a comprehensive impact story;
- Expand and scale FTNC's programming in additional high priority, at risk neighborhoods;
- Ability to collaborate effectively with the FTNC Board of Directors to develop strong board governance and fundraising practices.

Responsibilities

Strategy: ED will lead, partnering with the board, 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 budget /forecast to align with the strategic plan.

Fundraising: ED, along with the Board and with the direction of the Fundraising Committee, identify, 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 Governance Committee 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 leverage national collateral with recently created brand insight work for FTNC to promote 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 FTNC Board of Directors; delegate and oversee staff, and plan and oversee growth of office infrastructure. ED will ensure the FTNC chapter maintains compliance with the First Tee national organization.

Qualifications

- Nonprofit executive experience and philanthropic community engagement with a demonstrated history of success in coordinating and implementing fundraising strategies, grant/proposal writing, fundraising events, major gifts, campaigns, donor relationship building, and planned giving, preferably in the youth development field, and within the CA north bay communities including Marin, Sonoma, and Napa counties.
- Executive experience with nonprofit financials, budgeting, and fiscal management. Management of staff, contractors, and volunteers, including developing and collaborating with a nonprofit governing board, strategic partner alliances, and with the procurement of resources for direct-service youth development programs.

- Passionate youth development ambassador with experience promoting access to and involvement in programs for young participants and their families, especially within underrepresented and underserved populations, and with volunteers, donors, and donor prospects and allied community partners.
- General knowledge of sports and its positive impact for youth development programming, particular with the game of golf, 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; a lead-by-example doer, committed to personal excellence in leadership and execution who will uphold ethical standards and values of the nonprofit profession and FTNC.
- Knowledgeable professional, and 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 send resume' and cover letter to Pepper Peete, **PepperPeete@firsttee.org**.

Salary Range and Job Type

Salary Range \$110,000 - \$130,000

Compensation will be commensurate with experience.

Full-time, Exempt

Equal Employment Opportunity Statement:

First Tee – North Coast is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal/state laws regarding equal employment opportunities 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.