Executive Director Job Description

Reports to: Chief Executive Officer
Location: Martin & St. Lucie Counties
Full-time position, exempt, at-will employee.
Must complete and pass First Tee HQ background check

While this position is Treasure Coast based, the TC Executive Director is a member of the First Tee – Florida Gold Coast/Children's Golf Foundation, Inc. management team. There is tremendous collaboration and communication between our 3 chapters and the staff of the entire organization.

Candidates must have strong connections to the General Managers and Head Golf Professionals of the private golf courses in Martin and St. Lucie Counties. Familiarity with and contacts on Jupiter Island preferred.

Fundraising and Donor Relations:

- Identify, cultivate and solicit cash and in-kind sponsorships from country clubs, individuals, corporations and foundations to meet the annual budget
- Manage and develop the 100-Hole Challenge
- Manage and develop Club Drives
- Assist in collecting and managing all donor and prospect information utilizing pipeline and database
- Identify grants for local, state, and national foundations
- Communicate Chapter news with donors
- Submit email addresses of all new potential donors for the chapter eNewsletter

Board Interaction:

- Help recruit new Directors
- Meet with Directors a few times per year to help them develop fundraising and other goals and assist them in in their implementation
- Attend Board meetings and contribute agenda items as requested
- Facilitate effective Committees (Country Club, Corporate Development and Trustees)

Financial Management

- Develop an understanding of the TC annual operating budget
- Assist CEO and CFO in preparation of TC annual budget
- Review and manage categories of profit and loss statement
- Approve invoices as necessary for process by FGC management office

Programming:

- Help recruit new Program Locations, Coaches and volunteers
- Create and maintain relationships with Program Location key staff
- Assist Program Director, as needed, with the development of partnerships with Boys and Girls Clubs, Police Athletic League and other community outreach programs, and recruit new partners and participants to grow the special needs and veterans' programs
- Ensure staff reports program metrics, operations data, and pertinent program data to FGC office
- Ensure staff delivers ACE level programming to advanced students

Public Relations/Communication/Events:

- Submit monthly articles and pictures highlighting donors, programs and events for the Chapter e-newsletter
- Convey the Chapter's brand image to the public
- Submit email addresses of all new contacts for the chapter eNewsletter
- Assist FGC office with development of promotional and collateral material
- Communicate with and submit documentation to FGC office as required by First Tee HQ
- Network with other Chapter colleagues and exchange best practice ideas
- Network with South Florida PGA Section and local PGA and LPGA professionals