



Associate Director, Region Affairs

Under the direction of Vice President, Network Management the Associate Director, Region Affairs will have five key responsibilities: 1) creating new chapters and facilities of The First Tee; 2) managing relationships with constituents of The First Tee; 3) establishing and fulfilling the overall strategic direction of the region consistent with company objectives; 4) providing assistance to chapter leadership to ensure they are meeting ZONE guidelines and identify and set measurable goals for the chapter; and 5) assisting the Outreach team to identify local prospects for all Outreach Programs. The Associate Director will be an emissary of The First Tee and in this capacity, will be responsible for marketing the organization to interested parties both within and outside the golf industry. This is a multiple task position where the Associate Director will align goals commensurate with The First Tee objectives.

Essential Duties and Responsibilities

1. Obtain thorough understanding of and ability to clearly and effectively communicate the mission and objectives of The First Tee.
2. Obtain and demonstrate thorough understanding of all guidelines relating to the chapter and facility formation process and The First Tee programs.
3. Develop a vision and strategic plan for the region and implement appropriate action steps to accomplish key organizational objectives in multiple areas within their ambit of responsibility.
4. Work with chapter leadership to develop strategic three to five-year business plans that include clear goals and objectives for the chapter commensurate with the home office objectives.
5. Assist chapter leadership to maintain sound governance and fundraising policies and practices.
6. Conduct effective review of prospective projects for inclusion in The First Tee Network and provide qualitative written and oral advocacy of those projects to The First Tee Project Review Committee.

7. As appropriate, conduct regional meetings drawing together all partners in the region. Attend chapter board meetings as necessary and appropriate.
8. Set and achieve individual goals commensurate with organizational objectives. Manage region commensurate with written annual Company Business Objectives (CBOs), Business Unit Objectives (BUOs) and Individual Business Objectives (IBOs).
9. Manage, in a regular and timely manner, all travel and expense budgets and grant budgets ensuring that all grant allocations and activities are conducted within parameters of the allocated budget.
10. Assist the Outreach team to identify opportunities for National School Program and DRIVE (Develops Rewarding Inspiring Values for Everyone) Program. Work with Outreach team and chapters to ensure transition opportunities. Additionally, assist to identify potential LINK candidates.
11. Assist and collaborate with other business units to ensure the timely and efficient collection of required chapter data and other information to include: 1) compliance with prevailing performance evaluation systems; 2) participant demographic, certification, progression, and retention figures; 3) development and tracking of program locations; 4) evaluation of financial reports; 5) program delivery and coach training; and 6) board and staff performance.
12. Maintain consistent and meaningful contacts with all partners in the region (e.g. existing chapters, LOI partners, golf industry partners, etc.) and manage the relationships in such a way as to keep all constituents reasonably informed and engaged with the organization.
13. Represent The First Tee at industry and non-industry events as necessary to share information about the organization and its youth development efforts and to obtain support for those efforts.
14. Perform special projects and related development activities as needed.

Qualifications and Requirements Include

- Requires a four-year degree in marketing, public relations, business, or related field from an accredited college or university, or two years of equivalent work experience in a similar enterprise may substitute for a degree.
- Must have demonstrated skills or involvement in developing organizational structure and communications with Board of Directors and community leadership.

- Individual must exhibit competency in establishing benchmarks and tactical goals and objectives.
- An individual who understands the golf industry, especially junior golf.
- Prefer an individual, who is familiar with the general operation for nonprofit organizations; strong understanding of financial indicators associated with sound governance practices; who has risk management knowledge and safety program management.
- Must have strong leadership, creativity and analytical skills; strong interpersonal, organizational and time management skills; can multi-task in a new and fast paced environment and act with a sense of urgency; contribute positively to the organization, both individually and as part of a team.

Our benefits include

- Competitive wages including performance bonuses.
- Comprehensive group health insurance package for medical, dental, vision, flexible spending accounts and dependent life insurance.
- Employer paid Short Term and Long Term disability, employee life and AD&D insurance.
- Vacation, Sick and holiday pay
- Employee 401(k)
- Family Membership to TPC Sawgrass

Link to job posting:

<http://chp.tbe.taleo.net/chp02/ats/careers/requisition.jsp?org=WORLDGOLFFOUNDATION&cws=1&rid=85>

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