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**Executive Director/Director of Operations**

**Vacancy Announcement**

**Chapter Profile:** Established in 1999, The First Tee of Manhattan has been positively impacting the lives of young people through the game of golf in Riley, Pottawatomie, & Geary counties. Currently, the chapter has over 400 certifying participants at three program locations and impacts approximately 7,000 kids annually through outreach programming.

**Position:** The First Tee of Manhattan Executive Director/Director of Operations

**Address:** 5200 Colbert Hills Dr.

Manhattan, KS 66503

**Contact:** Bernie Haney

(785) 565-1719

bhaney@ksu.edu

**Salary Range**: $45,000 to $55,000

**Benefits:** Health, Dental & Paid Vacation

**Key Skill Areas:** Advisory Board & Staff Relations

Marketing/Public Relations

Program Development

Fiscal Management

**Target Dates:** Cover Letter &Resume Deadline December 19, 2016

**\*Send cover letter, resume, and three references by December 19, 2016, 5:00 p.m. CST\***

**Mail to**: Bernie Haney, The First Tee of Manhattan, 5200 Colbert Hills Dr., Manhattan, KS 66503



**Executive Director**

**Chapter Overview:**

The First Tee of Manhattan is one Chapter of a national/international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to teach young people life skills and character education through the game of golf. Its research-proven programs are having a positive impact on participants, their families and their communities. At The First Tee, we believe all young people should have access to safe places and caring adults mentors who help them grow socially, emotionally and academically. While learning fundamentals of a golf swing, our character education programs provide a fun, active environment to teach young people how to manage emotions, resolve conflicts, communicate, set goals and much more.

**Mission Statement:**

To impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

**Reports to:**

The First Tee of Manhattan Executive Director/Director of Operations reports to the Kansas State University Golf Course Management & Research Foundation (KSUGCMRF) Executive Director.

**Employment Status:**

Full Time, Exempt

The First Tee of Manhattan is committed to a policy of equal employment opportunity for all applicants and employees.

**Job Summary:**

The Executive Director/Director of Operations provides overall management of all fiscal and program operations, implements policies established by the Advisory Board, evaluates program and service data, and provides detailed reports to the KSUGCMRF. The Executive Director/Director of Operations works with the Advisory Board and other staff to develop, implement, evaluate and maintain programs, services and activities, which fulfill the mission and goals of The First Tee.

**The First Tee of Manhattan**

**Executive Director/Director of Operations**

**Duties & Responsibilities**

**Board Interaction:**

* Share in the development of the 3-year Strategic Plan and oversee its implementation
* Participate and develop work plans for the Advisory Board and sub-committee meetings
* Develop, review, and implement effective personnel policies and procedures

**Administrative & Staffing:**

* Hire and evaluate staff
* Establish personnel policies subject to approval of the Advisory Board
* Involve volunteers and parent organizations

**Programming:**

* Work with the Program Director to establish a seasonal program schedule
* Assist with programming/coaching if necessary
* Purchase the essential Teaching Aids & Supplies for programming
* Ensure the implementation of The First Tee curriculum
* Manage the development of appropriate instructional programs
* Organize Outreach efforts with other local youth-serving agencies to form partnerships offering the National School Program and the DRIVE programs

**Facility:**

* Negotiate with the golf course management company
* Develop an agreement with PGA or LPGA professionals for participant instruction

**Public Relations/Communication/Events:**

* Implement and oversee all communication activities and policies
* Develop promotional and collateral material
* Establish and develop media relations
* Supervise all work related to public relations, internal communication, and publications
* Convey the Chapter’s brand image to the public
* Coordinate communication activities for specials events, newsletters, printed materials and the chapter web site
* Communicate with and submit documentation as required by The First Tee Home Office
* Network with other Chapter colleagues and exchange best practice ideas
* Attend Network and Territory meetings when available

**Financial, Fundraising & Revenue Generation:**

* Execute the financial guidelines with the KSUGCMRF independent accountant
* Develop the chapter’s annual operating budget including monitoring all receipts and disbursements
* Oversee the development and implementation of a fundraising plan for capital, operation and programming needs
* Manage payroll process for employees
* Prepare and deliver accurate and timely financial reporting to the KSUGCMRF Executive Director and the Advisory Board
* Participate in all special event fundraising activities
* Research and write grant proposals
* Maintain a unique donor and participant database

**Preferred Qualifications:**

* Bachelor’s Degree
* Knowledge of, and commitment to the goals and philosophy of The First Tee
* Proven successful ability in fiscal, program and staff management
* Effective written and oral communication skills
* Knowledge and experience in program evaluation and development
* Ability to analyze and report statistical data
* Familiar with fundraising and resource development
* Knowledge of the game of golf including instruction and equipment
* Strong organizational skills
* Experience in working with community-based organizations
* Able to work with youth and build learning environments conducive to youth development
* Familiar with volunteer programs
* Computer and database knowledge
* Able to work a flexible schedule
* Able to travel and attend Network Meetings and other training sessions