



**Job Description**  
**Executive Director**

**Chapter Overview**

The First Tee of Greater Tyler is one Chapter of a national/international nonprofit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills Experience is the unique component that sets The First Tee apart from many other successful junior golf programs.

**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 Executive Director reports to the Board of Directors.

**Employment Status**

Full Time, Exempt

**Job Summary**

The Executive Director provides overall management of all fiscal and program operations, implements policies established by the Board, evaluates program and service data, and provides detailed reports to the Board of Directors. The Executive Director is an advocate providing public education and information services. The Executive Director works with the Board of Directors and other staff to develop, implement, evaluate and maintain programs, services and activities, which fulfill the mission and goals of The First Tee.

## **Duties and Responsibilities**

### Financial, Administrative and Staffing

- Execute the financial guidelines within a financial management system
- Manage the First Tee budget including monitoring all receipts and disbursements
- Evaluate insurance options and select carriers
- Create capital and operating budgets
- Oversee the development and implementation of a fundraising plan for capital, operating and programming needs
- Negotiate all agreements for golf course leases, contracts and long-term commitments
- Supervise all office staff
- Oversee payroll process for employees
- Prepare and deliver accurate and timely financial reporting to the Board of Directors
- Maintain legal and accounting compliance according to 501(c)3 requirements
- Research and write grant proposals
- Oversee and participate in all fundraising activities
- Identify and cultivate major donors
- Maintain a donor and participant database
- Hire, evaluate and review all staff
- Establish personnel policies subject to approval of Board/appropriate Board committee
- Involve volunteers and parent organizations

### Board Development:

- Share in the development of the Business Plan and oversee its implementation
- Create the fund development plan and oversee its implementation
- Participate in board meetings
- Develop, review and implement effective personnel policies and procedures
- Develop work plans for the Board and major committees

### Programming:

- Oversee the development of training materials
- Establish a class and clinic schedule and training plan
- Ensure the implementation of the approved curriculum
- Solicit equipment donations and negotiate vendor discounts
- Manage the development of appropriate instructional programs

### Facility:

- Negotiate vendor discounts
- Assist appropriate professionals with the creation of site plans
- Establish and maintain affiliate relationships

### Public Relations/Communication/Events

- Develop and oversee all communication activities and policies
- Supervise communication staff and consultants
- 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 openings, special events, newsletter, printed materials and the website
- Implement public education and outreach activities, including public presentations, advocacy, training and testimony
- Secure tour professionals and celebrities for clinics and fundraising events
- Communicate with and submit documentation as required by The First Tee Home Office
- Network with other Chapter colleagues and exchange best practice ideas

### **Preferred Qualifications**

- 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
- Working knowledge of office computer functions and other electronic equipment
- Highly proficient proven ability to deliver on a fundraising and resource development plan
- Bachelor's degree
- Expert in teaching or coaching programs
- 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 flexible schedule
- Able to travel to attend Academies, Regional and Annual Meetings and training sessions

Please submit resume to Jon Honea at [Jhonea@texasbankandtrust.com](mailto:Jhonea@texasbankandtrust.com)