



POSITION TITLE: Executive Director

DEPARTMENT: Executive Leadership

REPORTING TO: Board of Trustees

STATUS: Regular, Full-Time, Exempt

CONTACT: Christopher Bourdon, Board Chair (Christopher.J.Bourdon@pwc.com)

The First Tee of Los Angeles (TFTLA) is a leading 501(c)(3) organization designed to be a leader in providing educational and support services to underserved youth in Los Angeles County. TFTLA is a program of The Los Angeles Junior Chamber of Commerce Charity Foundation, which has been a fixture in the Los Angeles area for decades with a track record of bettering the environment for the youth and underserved of the community. The First Tee helps children excel by promoting character development, life skills, and values through education, using the game of golf. The organization currently impacts the lives of more than 100,000 children in Los Angeles and is among the fastest growing chapters of The First Tee in the United States.

Position Summary

The role of Executive Director (ED) of The First Tee of Los Angeles, is to lead all efforts facilitating the organization's vision of providing opportunity through positive life- changing experiences to underserved youth in the region. The ED will oversee the organization's operations including its finances, fundraising, supervision of staff, coordination and communication with The First Tee national leadership team, and serving as the primary spokesperson for the organization. Reporting to the Board of Trustees, the ED will ensure that the organization is fiscally sound, provide the leadership for its internal and external communications, fund development, and programs are meeting the current and anticipated needs and interests of its constituents.



Preferred Work Experience

- Management, Budgeting, Fundraising, Non-Profit, Youth Development experience preferred.

Preferred Education Level

- Minimum of a Bachelor's Degree Required.
- The First Tee Executive and/or Coach Program Certification a plus.

Responsibilities

Board Interaction

- Lead in the development & updating of the Strategic Plan and oversee its implementation
- Create the fund development plan and oversee its implementation
- Develop work plans for the Board and major committees
- Plan and participate in all Committee and Board meetings
- Support Board in board development planning
- Report progress against strategic plan objectives and key initiatives
- Prepare and Deliver accurate and timely financial reporting to the Board of Trustees at Meetings and through a periodic board highlights communication

Organizational Skills

- Experience in working with community based organizations
- Knowledge and experience in program evaluation and development
- Familiar with fundraising and resource development

Communication Skills

- Coordinate communication activities for special events, e-newsletters, printed materials, web site and social media
- Communicate with and submit documentation as required by The First Tee Home Office
- Create P.R. relationships with local media contacts
- Create and implement digital media and social networking communication strategy



Customer Service

- Implement orientation and outreach activities, including public presentations, advocacy, training and testimony sharing opportunities in our communities

Management Skills

- Proven successful ability in fiscal, program and staff management
- Able to work with youth and build learning environments conducive to youth development
- Manage The First Tee budget including monitoring all receipts and disbursements
- Create capital and operating budgets
- Oversee development and implementation of a fundraising plan for operating and programming
- Negotiate all agreements for golf course leases, contracts and long-term commitment
- Recruit the support of volunteers and parent organizations in our LSE and Outreach Programs
- Establish and maintain private and public affiliate relationships with local golf facilities.

Financial & Fundraising

- Develop and oversee the annual budget and financial operations of The First Tee, ensuring the organization's financial strength through sound fiscal and risk management practices.
- Create, organize and execute a fundraising plan for operating and programming needs that involves the cultivation of prospective individuals, corporations and foundations, leading to a significant increase in both the number of donors and total donor generated revenue.
- Plan, promote and implement an average of five fundraising events each year with the direction of a Board Committee and the support of individual volunteers and volunteer organizations.
- Strategically seek out and apply for grants that will aid the further development and growth of The First Tee of Los Angeles and its core and outreach programs.
- Identify and cultivate major donors from local Corporations and Businesses
- Maintain a donor and participant database
- Execute the financial guidelines within a financial management system
- Negotiate all agreements for golf course leases, contracts and long-term commitments
- Evaluate insurance options and select carriers
- Oversee payroll process for employees
- Maintain legal and accounting compliance according to 501 (c) 3 requirements



Administration & Coach Leadership

- Promote an organizational culture that fosters passion for the mission and game of golf, cooperation, open and frequent communication, teamwork, and a common organizational vision
- Provide leadership, supervision and development to staff, acting as a role model, and demonstrating the organization's values
- Hire, evaluate and review all staff with assistance from the appropriate board oversight committee
- Manage and oversee the effective use of The First Tee of Los Angeles facilities, equipment and The First Tee Coach Program Materials
- Organize regional coach trainings
- Plan best practice meetings and opportunities among Executive Directors, Program Directors and Board Chairs from Southern California chapters.
- Facilitate strong relationships with facility and partner organization staff

Program Leadership

- Develop a shared vision and plan for how The First Tee of Los Angeles can continue to increase the impact of its programming on youth participants and achieve all service goals
- Provide direction and create goals for Life Skills Enrolled (LSE) and Outreach (National School Program & DRIVE) programs
- Execute all First Tee programs in-line with the mission, standards and goals of the organization
- Organize program data collection and analysis systems and use them to drive planning processes and goal attainment
- Administer regular parent and participant surveys
- Communicate program growth and accomplishments to The First Tee Home Office and the West Territory Regional Director
- Oversee all staff, volunteer, and mentoring activities of The First Tee Los Angeles
- Ensure safety of the program facilities, staff and volunteers through proper risk management practices

