



# EXECUTIVE DIRECTOR

## ABOUT US

The First Tee of Omaha began serving Douglas and Sarpy Counties in 2002 with a vision to provide young people of all ethnic and economic backgrounds an opportunity to develop character and life-enhancing values through the game of golf. Through engaging young people in a combination of life skills, leadership and golf activities, they learn the fundamentals of the game and are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets in 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.

The First Tee of Omaha serves more than 422 young people annually through programs held at three golf courses throughout Douglas and Sarpy County. We also reach over 1,250 elementary aged students through The National School Program. We also partner with multiple youth serving organizations to deliver Outreach Program to more than 365 young people.

The First Tee of Omaha is open to all young people and the organization will not turn anyone away due to inability to pay.

While The First Tee of Omaha is a separately incorporated 501 (c)(3) organization, The First Tee of Omaha is one of more than 150 chapters of The First Tee.

## MISSION STATEMENT

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

## CHAPTER'S CORE VALUES AND BELIEFS

- ⇒ Utilize "Golf as the Hook" to teach and develop life skills for the youth of Omaha
- ⇒ Keep our program affordable and accessible to all children
- ⇒ Reach socio-economically challenged, disadvantaged, and minority youth

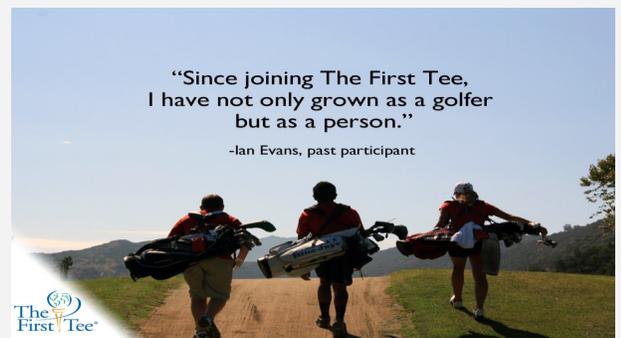


## THE POSITION

The Executive Director of The First Tee of Omaha provides direction and overall management of The First Tee program. Responsible for the day-to-day management, the Executive Director oversees the budget, all fulltime and the seasonal coaching staff and volunteers that are the heart of The First Tee experience.

### ***Responsibilities of the Executive Director include:***

- Leading, managing and directing a comprehensive fund development plan to raise upwards of \$250K annually to support and grow youth development programs
- Leading a collaborative process with the Board of Directors and its committees, executing its decisions effectively and ensuring that the Board of Directors and its committees are informed of critical developments in a timely and effective manner.
- Collaborating closely with the Board of Directors to develop and execute the organization's strategic plan and reach the annual operating, programming and capital budget goals.
- Support the development and cultivation of a strong Board of Directors and committees, representative of Douglas and Sarpy Counties.
- Leading, motivating, managing and developing a dynamic staff and volunteers so they are passionate about the mission and committed to work effectively toward continual improvement of the organization.
- Raise the public profile of The First Tee of Omaha by serving as the spokesperson and advocate for the organization, as well as being a visible visionary, influential leader and fundraiser in the community
- Managing, monitoring and overseeing all financial reporting including management of the budget and revenue



## THE IDEAL CANDIDATE

The First Tee of Omaha seeks a candidate that is a strong manager with outstanding communication and interpersonal skills, an optimistic 'can do' attitude, an ability to exercise diplomacy, patience and flexibility who is a self-starter, and a leader who can inspire a volunteer-based community with a proven track record for excellence. The individual must be deeply dedicated to the education and success of young people, and understand how an introduction to the program can provide an excellent platform for teaching character, values and Life Skills.

### ***A strong candidate will have:***

- Lead, manage and direct a comprehensive fund development plan that includes an Annual Campaign, grant writing, special events, corporate and individual donations, and identifies prospects and donors and enhances the short term and long-term diversified funding base. Maintain a donor management database.
- Knowledge of fiscal management, budgeting and cash flow management.
- A track record of effective staff and/or volunteer management, including recruitment, selection, training, evaluation and coaching.
- Develop and oversee an effective Public Relations/Communications/Media Relations plan including development of promotional and collateral materials, press-releases, e-newsletter, progress reports and updating of Chapter website.
- Experience in leading large-scale fundraising events, including but not limited to golf tournaments.
- A proven track record of effective communication to diverse stakeholders.
- A strong commitment to the mission of the organization, valuing diversity, collaboration, team-building, professional development, sharing success and inclusiveness.
- At minimum a bachelor's degree
- Golf experience /knowledge is preferred

## COMPENSATION

Salary is commensurate with experience

## APPLICATION PROCESS

To apply, please submit a cover letter and resume to (email delivery is preferred):

Mr. Curt Knapp  
c/o Warren Distribution  
727 S 13th St., Omaha, NE, 68102  
cknapp@wd-wpp.com

Applications will be reviewed on a rolling basis and the position will be filled once a suitable and well-qualified candidate is identified. Full consideration will be given to candidates submitting materials before April 1st, 2018. Applications will continue to be accepted and reviewed until an Executive Director is chosen which will be immediately announced on our website.



PO Box 11202 Omaha, NE,  
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(402) 915-3929



Hogan's Junior Golf Hero's Foundation—The First Tee of Omaha

The Hogan's Junior Golf Heroes Foundation is a 501(c)(3) non-profit and founding entity of The First Tee of Omaha, chartered by the World Golf Foundation since to 2002 to serve the youth in the greater Omaha area with Golf and Life Skills programming.