



## Executive Director

THE FIRST TEE OF MID-MICHIGAN

### Our Mission

*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.*



# General Information

## What is The First Tee?

Through after-school, in-school, and summer programs, we help shape the lives of young people from all walks of life by reinforcing values like integrity, respect, and perseverance through the game of golf. And it's making a difference! Our research-proven programs are having a positive impact on participants, their families, and their communities.

## How we do it

While learning the fundamentals of a golf swing, our **character education program** provides a **fun and active environment** to teach young people how to manage emotions, resolve conflicts, communicate, set goals, and much more.

The First Tee coaches create **positive relationships** that inspire and empower young people to discover their individual potential.

## The First Tee of Mid-Michigan Overview

Founded in 2007, The First Tee of Mid-Michigan serves the Greater Lansing area. We strive to ensure that all children have an opportunity to experience the game of golf regardless of financial circumstances. We welcome opportunities to partner with other youth-serving organizations interested in our curriculum, and have served over 28,000 youth since 2007!

*Our overall goal is to reach as many of the 70,000+ youth in the Greater Lansing area as possible with in-school, after-school, and on-site chapter programming.*

## Executive Director Position Summary

The Executive Director provides direction and leadership, is responsible for day-to-day operations, and works with the Board of Directors to develop a growing and sustainable organization. The Executive Director serves as the organization's leader, advocate, and the main contact in developing relationships with the various communities throughout Greater Lansing. He or she also attends meetings, events, seminars, and the like, as a representative of The First Tee, to engage with various organizations and individuals committed to supporting the programs.

**Reports to:** The Board of Directors

**Supervises:** All Full-Time and Part-Time Staff

**Employment Status:** Full Time, Exempt

**Compensation:** Commensurate with experience.





## 2017 Statistics

Children Reached: **6,000**

Partner Schools in the School-Based program: **3**

Other schools visited for outreach activities: **9**

Partnering Youth-Organizations: **10**

# About The Position

### Responsible to:

- Enhance the relationship between funders, stakeholders, The First Tee Home Office, and families.
- Develop an organizational structure that supports growth.
- Assist in long-term planning.
- Effectively manage operations and vendors within the appropriate budget.
- Regularly conduct all HR, financial, and administrative tasks as needed.
- Design and sustain unique advertising and promotional materials.
- Strategically create and implement a diverse marketing plan to best position the chapter via the website, promotional materials, and social media.

### Assist Staff and the Board of Directors:

- Increase, strengthen, and diversify the organization's funding sources.
- Collaborate on the development and effectiveness of The First Tee of Mid-Michigan Board of Directors.
- Develop annual programming opportunities.
- Collaborate with the Board of Directors to maximize chapter leadership and performance.

### Other Qualifications

- Strong interpersonal and communication skills.
- Passion for youth development and community engagement.
- Basic understanding of the game of golf.
- Previous fundraising and resource development experience.
- Adept at written communication.
- Effective organizational skills.
- Previous work with office computers and database knowledge .
- Previous experience with Salesforce. (*Preferred*)
- Previous knowledge of The First Tee Program. (*Preferred*)



# To Apply

Applicants or nominations for this career opportunity are invited to contact Rachel Lubahn at [rlubahn@thefirstteemidmichigan.org](mailto:rlubahn@thefirstteemidmichigan.org).

Qualified applicants will be reviewed, evaluated, and interviewed by a committee comprised of current Board Members.

## **Board of Directors**

Rachel Lubahn- *President*

David Nielsen- *Treasurer*

Beau Braman- *Secretary*

Nathan Clark

Jeff Freund

Tony Reed

J.V. Anderton

Rebecca Keenan

Roger Simon

Dr. Tom Jamieson

Alex Coss

John Lindert

Darrean Dunn



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