



## **Executive Director of The Children's Course, Home of The First Tee of Greater Portland**

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### **Chapter Overview**

The Executive Director is responsible for the running of The Children's Course, home of The First Tee of Greater Portland.

The Children's Course, Inc. is a 501 (c) (3) nonprofit organization dedicated to nurturing disadvantaged children ages 7 to 18, building values that strengthen their character, and guiding them in becoming responsible adults through the game of golf.

The First Tee of Greater Portland 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 provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and education life-enhancing values such as honesty, integrity and sportsmanship.

### **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.

### **Employment Status / Salary**

Full Time, Exempt / Competitive, commensurate with experience, benefits and vacation

### **Overview**

Are you ready to step into an Executive Director role that will challenge you each and every day yet provide you with REAL opportunity to make an immediate & large impact on children in the community? Are you seen as and believe that you are a leader? A leader in the community, a leader of a dedicated staff, a leader of representing an organization? Read on!

Be part of a 20-year old nonprofit with challenging problems to solve and a team you'll enjoy working with each and every day. We are looking for you to drive fundraising, community and donor engagement, and high impact operational activities. You will work with a dynamic staff, and a fantastic group of kids, to take our organization to the next level. While the most critical role you will serve is to drive fundraising, you will use your past experience and sharp intellect to bring and hone business operations process and discipline for the team. You'll do this in a way that makes the group more efficient and productive. This role will go beyond setting up and managing meetings, defining and managing business, delivering on commitments (including setting and managing KPIs), and managing/planning budgets. This nonprofit is in a critical stage of growth and a capital campaign. What comes with this role is the opportunity to move faster and think bigger. Join our team and be part of the future innovation happening now, all while impacting the lives of young people in the community through the game of golf!

Please send resume and cover letter to Cathy Porter [cporter@thefirstteegp.org](mailto:cporter@thefirstteegp.org) and Eric Gabrielson at [eric.gabrielson@thecampbellfdn.org](mailto:eric.gabrielson@thecampbellfdn.org)

### **What are we looking for?**

- You are first and foremost a leader. People clamor to be on your teams. You set direction, manage priorities, and make hard decisions all while upholding the utmost degree of integrity.
- You have a passion for working with and developing children.
- You have a track record of successfully driving and delivering to fundraising campaigns.
- You are a trusted partner to the team, and have exceptional communication skills.
- You're engaging, strategic, opinionated, respectful, inquisitive, and you know how to handle problems quickly and efficiently.
- You are a strong collaborator who will seek the best and right way of doing things for a mature non-profit (i.e. you will challenge the way things have always been done to ensure it is right for the future).
- You have a strong background in finance, business operations, product marketing, product management, strategic planning, or customer management (or all of them!). You're a self-starter.
- You have a solid financial background, understand and have a passion for, raising funds for impacting the lives of kids in the community.
- You don't just follow processes, you define them.
- You're connected. You can't walk through a charity auction in your town without getting stopped 3 times from people you know or used to work with – you're networked.
- You have experience working with a Board of Directors.
- Ideally you have a passion for the game of golf (low handicap score not required), and can exhibit grace and respect when a 12-year-old superstar beats you handily on the course.

### **Job Summary**

- You will be the face of the organization, engaging with the children we serve, our community, our donors and sponsors, and your staff.
- You will be the lead fundraiser, which includes: Develop and implement plans for capital, operating and programming needs; identifying and cultivating major donors; managing grant proposals; securing sponsorship and in-kind donations, along with vendor management.
- You will manage and provide guidance for staff working on programs, including oversight to ensure program alignment to overall mission, development of appropriate instructional programs, and compliance to The First Tee national ZONE requirements
- You will conduct overall management of all fiscal, program, and golf course operations.
- You will oversee all internal and external communications, often crafting a message quickly but requires attention to detail and knowing the audience.
- You will work with the Board of Directors, a strong team of individuals focused on doing the right thing for The Children's Course and The First Tee of Greater Portland. This means you prepare and present at Board meetings, assist in recruitment and onboarding new board members, ensure governance rules and laws are practiced, and provide reports.
- You will get out into the community and advocate for the organization by providing public education and information to our community partners, donors and service providers.

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