



Job Description

Executive Director

Mission Statement

The mission of The First Tee of Central Mississippi is to service youth in our community with a unique curriculum, empower young people with educational programs, and cultivate positive decision making through the game of golf.

The First Tee Overview

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 & Golf Experience is the unique component that sets The First Tee apart from many other successful junior golf programs.

Reports to

The Executive Director reports to the Board of Directors.

Supervises

The Program Director and Administrative Assistant report to the Executive Director.

Employment Status

Full Time, Exempt

Compensation and Benefits

Compensation package including health insurance is negotiable and commensurate with experience

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 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

Board Interaction:

- Share in the development of the Business Plan and oversee its implementation
- Assists Board Chair in preparation of and participates in board meetings; not a voting member.
- Sits on each committee to ensure consistency and efficient use of organization resources.

Programming:

- Oversees and evaluates the Program Director and program offerings of the organization
- Assists in the development of training materials* (Program Director responsibility)
- Solicit equipment donations and negotiate vendor discounts

Facility:

- Establish and maintain affiliate relationships

Public Relations/Communication/Events

- Develop and oversee all communication activities and policies
- Establish and develop media relations
- Convey the Chapter's brand image to the public
- 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
- Attendance and travel to The First Tee educational and network opportunities.

Financial, Administrative and Staffing

- Execute the financial guidelines within a financial management system according to 501(c)3 requirements
- Manage The First Tee budget including monitoring all receipts and disbursements

- Oversee the development and implementation of a fundraising plan for capital, operating and programming needs
- Supervise all office staff: hire, evaluate and review
- Oversee payroll process for employees
- Prepare and deliver accurate and timely financial reporting to the Board of Directors
- Research and write grant proposals
- Oversee and participate in all fundraising activities

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
- Familiar and proficient with fundraising and resource development
- Bachelor 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

Contact Information

Chapter Name: The First Tee of Central Mississippi

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Chapter Website: www.thefirstteecentralms.org

To apply for this position, please email your resume to the address above.