

**Community Outreach and Strategic Partnerships Manager**

The First Tee of Los Angeles (TFTLA) ([www.thefirstteelosangeles.org](http://www.thefirstteelosangeles.org/)) is one of 150 chapters nationwide of 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 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. We are more than a golf-skills program – we are a life skills program.

**Reports to**: Programs Director (indirect report to Executive Director)

**Job Summary**: The Community Outreach and Strategic Partnerships Manager will be responsible for overseeing our National Schools Program and DRIVE. (please visit our website for details). The primary responsibility will be to steward our current community partners and recruit new ones, thereby helping the agency expand their impact on underserved youth in Los Angeles in both numbers and geography. This individual will be working with our exciting partners: LAUSD, Beyond the Bell, Boys & Girls Clubs, Girls Inc., Kyds Inc., and more. They will also facilitate fieldtrips to local City and County-owned golf facilities.

**Training Requirement**: Assistant Coach Training (online) and Level One Coach Training (paid for by TFTLA)

**Roles and Responsibilities:**

* Manage existing program partners
* Recruit new program partners in areas adjacent to our 15 golf courses in Los Angeles County that serve elementary, middle school, and high-school students
* Recruit and supervise NSP and DRIVE assistant coaches and coaches
* Manage program impact through the administration and reporting of surveys and other tools
* Member of senior management team and strategic leader in growing number of youth impacted and targeting fee-for-service partners
* Data input/run reports to track metrics using Salesforce (experience using Salesforce a plus)
* Assist Executive Director in providing content needed for grants or other fundraising materials
* Strong public speaker to give presentations to prospective strategic partners
* Work with Program Director to ensure the implementation of program policies and procedures
* Assist in developing and adhering to annual program operating budget
* Report program metrics, budget information, impact reports to the Program Director, Executive Director and The First Tee Home Office
* Develop recognition and awards program for participants
* Plan awards/lunch ceremonies – everything from logistics to transportation and food.
* Ability to secure in-kind donations to keep expenses low

Community Outreach and Strategic Partnerships Manager Page 2

**Other Roles as a member of TFTLA Staff:**

* Participate in special events including golf tournaments, community outreach events and TFTLA fundraisers
* Work with the Program Director to effectively transition NSP and DRIVE youth to attend The First Tee Life Skills Experience (LSE) classes at golf courses across Los Angeles.
* Be a member of the First Tee of Los Angeles volunteer leadership team for the Invesco QQQ Championship and Genesis Open

**Qualifications & Experience:**

* Previous experience working with youth agencies and after school programs a HUGE PLUS
* Bachelor of Arts Degree or advanced degree preferred
* Exceptional communication, interpersonal relations and organizational skills
* Demonstrated ability to work with Outlook to keep track of meetings and tasks
* Demonstrated ability to work with Excel to create reports and spreadsheets
* Demonstrated ability to work with Word to create and edit documents
* Knowledge of Salesforce a plus
* Knowledge of QuickBooks a plus
* Valid Drivers’ License. (Note: position requires extensive travel within LA County)
* Knowledge of golf preferred, but not necessary

**Salary**

Commensurate with qualifications and experience

Full-time position (would consider part-time for the right candidate)

Comprehensive benefits package

For confidential consideration for this position please send your resume to:

Laurie Feldman

The First Tee of Los Angeles

3611 Motor Avenue, Suite 110, Los Angeles, CA 90048

PLEASE NO CALLS | Email: lfeldman@TFTLA.org

[www.thefirstteelosangeles.org](http://www.thefirstteelosangeles.org)