



Job Description

Executive Director

Chapter Overview

The First Tee of The Lowcountry is one Chapter of an 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 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 Experience is the unique component that sets the First Tee apart from many other junior golf programs and youth development programs through sport.

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.

Reports to

The Executive Director reports to the Board of Directors.

Supervises

The Program Director and all office, maintenance, event related volunteers report to the Executive Director.

Employment Status

Full time, Exempt

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 is an advocate providing public education and information services. 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:

- Shares in development of the Business Plan and oversee its implementation
- Assists in the development of fund development plan and oversee its implementation
- Prepares Board meeting agendas and participates in Board meetings
- Develops, reviews and implements effective personnel policies and procedures
- Facilitates the development of work plans for the Board and major committees and monitors activities

Programming:

- Manages the development of coaching staff
- Works with the Program Director to establish program schedules and training plans
- Ensures the implementation of the approved curriculum
- Solicits equipment donations

Facility:

- Manages the main facility and ensures that all appropriate maintenance is completed
- Negotiates vendor contracts and discounts
- Assists appropriate professionals with the creation and maintenance of sites
- Attends contractor meetings to ensure projects are completed at or below budget
- Establishes and maintains affiliate relationships

Public Relations/Communications/Events:

- Oversees all communication activities and policies
- Supervises communication staff and consultants
- Develops promotional and collateral material
- Oversees the establishment and development of media relations
- Supervises all work related to public relations, internal communication and publications
- Conveys the Chapter's brand image to the public
- Coordinates communication activities for openings, special events, newsletter, printed materials and the web site
- Implements public education and outreach activities, including public presentations, advocacy, training and testimony
- Secures professionals and celebrities for clinics and fundraising events
- Communicates with and submits documentation as required by The First Tee Home Office
- Networks with other Chapter colleagues and exchanges best practice ideas

Financial, Administrative and Staffing:

- Executes the financial guidelines within a financial management system

- Manages operating and capital budgets including monitoring all receipts and disbursements
- Evaluates insurance options and makes recommendations to the Board
- Creates capital and operating budgets
- Oversees the development and implementation of a fundraising plan for capital, operating and programming needs
- Negotiates all agreements for golf course leases, contracts and long-term commitments
- Oversees payroll process for employees
- Selects employee benefits for approval by the Board
- Prepares and presents accurate and timely financial reporting to the Board of Directors
- Maintains legal and accounting compliance according to 501(c)3 requirements
- Researches and writes grant proposals
- Oversees and participates in all fundraising activities
- Identifies and cultivates major donors
- Maintains a donor and participant database
- Hires, evaluates and reviews all staff
- Establishes personnel policies subject to approval of Board/appropriate Board committee
- Recruits, trains, involves and recognizes volunteers and parent organizations

Preferred Qualifications

- Knowledge of, and commitment to the goals and philosophy of The First Tee
- Proven successful ability in fiscal, program, staff and volunteer management
- Effective written and oral communications
- Knowledge and experience in program evaluation and development
- Ability to analyze and report statistical data
- Working knowledge of office computer functions and other electronic equipment, to include software and database applications
- Familiar with fundraising and resource development
- Bachelor's degree
- Knowledgeable in teaching and/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
- Able to work a flexible schedule
- Able to travel and attend Academies, Regional and Annual Meetings and training sessions.

Additional Info

- Resumes due: 11/23/18. Send to my attention at the address below or email to bboyd@thefirstteelowcountry.org
- Anticipated start date: 1/1/19
- Compensation range: Salary \$45K-\$60K
- Bonus Range: \$2K-\$5K
- Health Insurance (90% of employee's premium is paid by the chapter).