



Job Description for Executive Director

Chapter Overview

The First Tee of Harrisonburg 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 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.

Mission Statement

To impact the lives of young people in Harrisonburg, Rockingham County, Staunton, Waynesboro and Augusta County, Page and Shenandoah County 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, Program Coordinator and seasonal Interns all report to the Executive Director. Primary office/facility is Rotary Learning Center, Heritage Oaks Golf Course, 690 Garbers Church Rd, Harrisonburg, VA.

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 leads the organizational Fund-Raising efforts; leads the Juvenile Diversion Program; and 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
- Create the fund development plan and oversee its implementation
- Participate in board meetings; develops work plans for the Board & Committees
- Develop, review and implement effective personnel policies and procedures

Programming:

- Oversee the development of training materials and instructional programs
- Establish a class and clinic schedule and training plan
- Ensure the implementation of the approved curriculum
- Solicit equipment donations and negotiate vendor discounts
- Create programs for hearing impaired, physically challenged, developmentally challenged, etc.
- Personally leads our Juvenile Diversion classes and program

Facility:

- Negotiate vendor discounts
- Assist appropriate professionals with the creation of site plans
- Establish and maintain affiliate relationships

Public Relations/Communication/Events

- Develop and oversee all communication activities and policies
- Supervise communication staff and consultants
- Develop promotional and collateral material
- Establish and develop media relations
- Supervise work related to public relations, internal communication, and publications
- Convey the Chapter's brand image to the public
- Coordinate communication activities for openings, special events, newsletter, printed materials and the website
- Implement public education and outreach activities, including public presentations, advocacy, training and testimony
- Communicate and submit documentation as required by The First Tee Home Office
- Network with other Chapter colleagues and exchange best practice ideas

Financial, Administrative and Staffing

- Execute the financial guidelines within a financial management system
- Manage The First Tee budget including monitoring all receipts and disbursements
- Create capital and operating budgets
- Oversee the development and implementation of a fundraising plan for capital, operating and programming needs
- Negotiate all agreements for partnerships, contracts and long-term commitments
- Supervise all office staff
- Oversee payroll process for employees

- Review and/or select any employee benefits for approval by the Board
- Prepare/deliver accurate and timely financial reporting to Board of Directors
- Maintain legal and accounting compliance according to 501(c)3 requirements
- Research and write grant proposals
- Oversee and participate in all fundraising activities
- Identify and cultivate major donors. Maintain a donor and participant database
- Hire, evaluate and review all staff. Involve volunteers and participant parents
- Establish personnel policies subject to approval of Board/Committees

Required Qualifications

- Bachelor's degree in Public Administration, Sports Recreation/Management, Business Administration, Communications, or related field
- Employees must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.
- Minimum of 3 years management or sales experience.
- Must pass criminal background check.
- Knowledge of, and commitment to the goals and philosophy of The First Tee
- Able to work with youth and build learning environments conducive to youth development. Expert in teaching or coaching programs
- Knowledge and experience in program evaluation and development
- Proven successful ability in fiscal, program and staff management
- Effective written and oral communication skills
- Ability to analyze and report statistical data
- Working knowledge of office computer functions and other electronic equipment
- Familiar with fundraising and resource development
- PGA Professional optional; knowledge of the game of golf instruction and equipment
- Strong organizational skills and familiar with volunteer programs needs
- Experience in working with community based organizations
- Able to work flexible schedule; travel to attend Academies, Regional and Annual Meetings and training sessions

Additional Information

- Resumes due: 1/18/19. Send cover letter and resume to following email:
 - TFTHarrisonburgJobs@gmail.com
 - *Attention Board Chair*
- Targeted start date: 2/1/19
- Compensation range: Negotiable based on experience

The Shenandoah Valley Junior Golf Foundation, Inc
The First Tee of Harrisonburg
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Harrisonburg, VA 22801-2773

Email: thefirstteeofharrisonburgva@gmail.com (540)-437-4239
“Growing the character of our community, ONE child at a time”

