



Job Description Executive Director

Chapter 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.

Founded in April 2016, The First Tee of the Virginia Blue Ridge services Charlottesville city, Albemarle County, and its six surrounding counties. Since its inception, the organization has reached 7,880 children annually thanks to successful partnerships with 17 elementary schools, 5 Boys and Girls Club Centers, 3 golf course partners, and many community organizations.

Mission Statement

To positively impact the lives of all young people by providing transformational, educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

Reports to

Board of Directors

Supervises

Program Director

Employment Status

Full Time, Exempt

Job Summary

The Executive Director works with the Board of Directors and other staff to develop, implement, and evaluate programs, services and activities that fulfill the mission and goals of The First Tee. The Executive Director is accountable for the successful management and operation of the business of the Chapter.

Duties and Responsibilities

Board Interaction:

- Share in the development of the strategic plan and oversee its implementation
- Develop the fundraising strategy and oversee its implementation
- Co-develop the agenda for all board and committee meetings, and prepare and present items as required
- Attend board and committee meetings

Programming:

- Support the development of the strategic direction of the program plan and oversee its implementation

- Oversee the development of key elements of the program plan, i.e. class schedule, training plan, instruction and reporting requirements
- Track and report on Chapter's success reaching target population of at-risk youth

Fundraising

- Develop the fundraising strategy for capital, operating and programming needs and oversee its implementation
- Execute the fundraising strategy, including identifying, cultivating, soliciting and stewarding major donors and businesses
- Research, manage and write grant applications
- Manage donor database
- Oversee planning and execution of fundraising events

Public Relations/Communication/Events

- Serve as Chapter ambassador and "face" of the organization, expanding The First Tee's visibility, reach and influence throughout greater central Virginia
- Develop and oversee all communication activities, policies and material
- Convey the Chapter's brand image to the public
- Establish and nurture critical relationships i.e. donors, community leaders, partners, other chapters, media and parents
- Manage relationship with The First Tee National, including reporting requirements, metric tracking and meeting attendance

Financial, Administrative and Staffing

- Develop, manage and report on the financial performance of the chapter
- Create and manage the capital and operating budget, including monitoring receipts and disbursements
- Maintain legal and accounting compliance according to 501(c)3 requirements
- Effectively manage operations and administration of the business
- Build, manage and motivate a high performance team that supports growth

Preferred Qualifications

- Knowledge of and passion for the goals and philosophy of The First Tee
- Passion for working with children, especially at-risk youth
- Entrepreneurial spirit and willingness to be adaptable
- Proven ability to effectively manage a team, organization or business
- Proven ability to build and nurture a world class team
- Excellent written and oral communication skills
- Capable of establishing, building and nurturing critical relationships
- Experience in program development, management, execution and evaluation
- Demonstrated fundraising capability
- Strong organizational skills
- Ability to work occasional nights and/or weekends

To Apply

Please submit a resume and cover letter to info@thefirstteevbr.org by March 15, 2019. Position open until filled.

The First Tee of the Virginia Blue Ridge will conduct criminal background checks on final candidates. The First Tee of the Virginia Blue Ridge is an Equal Opportunity Employer and strongly encourages applications from persons of all backgrounds.