

**Executive Director  
The First Tee of Idaho  
Boise, Idaho Area 501(c)3 Not for Profit**

***About The Organization***

The First Tee of Idaho improves the lives of young people throughout the Boise Valley and much of Southern Idaho, typically serving ages 6 to 17, by providing educational programs that build character, instill life-enhancing values and promote healthy choices, using the game of golf as its platform.

***Our Vision***

Our vision is to provide young people from all walks of life with an opportunity to develop a core set of life-enhancing values identified, by The First Tee as Honesty, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, Courtesy and Judgment through character-education while playing the game of golf.

***Position Details***

***Location***

Boise, Idaho Area

***Reporting Relationship***

The Executive Director will report to the First Tee of Idaho Board of Directors. Direct reports to the position include the Programming Director, as well as a group of coaches, which vary based on programming demand. The First Tee of Idaho currently employs two individuals and operates with an annual budget of approximately \$200,000.

***Executive Functions***

The Executive Director is the face of The First Tee of Idaho primarily in the Boise area, and represents the organization to internal and external stakeholders including its employees, Board members, local businesses, financial supporters, volunteers, and our participants and their families. The successful candidate will effectively lead the chapter's operations and ensure it is well run, financially strong and a valuable strategic partner. These functions include:

1. ***Strategic Planning:*** Guides and manages planning efforts that define long and short-term goals.
2. ***Fiscal Management:*** Develops and controls budgets, produces and uses management data; prepares accurate and timely reports.

3. **Financial Development:** Directs annual campaign, accesses government and foundation grants; leads planned giving and capital development programs.
4. **Marketing and Public Relations:** Communicates The First Tee of Idaho's mission and vision, cultivates and manages good community and media relations.
5. **Staff Relations:** Recruits, develops, trains, nurtures, mentors and recognizes effective staff, builds team relationships and spirit while leading by example.
6. **Board Development:** Assists in recruitment and involvement of key leaders, and facilitates effective board and committee work.
7. **Development and Management of Resources** – Oversees growth and management of The First Tee of Idaho's financial and human resources.
8. **Community Leadership** – Provides collaborative leadership for and with community partners, leaders, and agencies; engaging in high quality, high impact initiatives that effectively builds the brand of The First Tee of Idaho.
9. **Organizational Leadership** – Partners with the Board of Directors in setting organizational direction, developing organizational goals and operational plans, and achieving agreed on results.
10. **Accountability for Operations and Fiscal Integrity** – Maintains accountability for the overall operational and fiscal integrity of the organization within the policies set by the Board of Directors.

### **Responsibilities**

1. Cultivate individual, corporate and foundation relationships and in doing so, lead development activities for the organization. Expand and diversify funding sources.
2. Convene, unify and inspire all The First Tee of Idaho stakeholders, including employees, board members, volunteers, contributors and potential contributors. Build good will among the community around the mission and brand of The First Tee of Idaho.
3. Guide strategic growth for the organization that is true to the mission of supporting diversity.
4. Provide strong administrative oversight and strategic skills to ensure all functional aspects of the organization are on track.
5. Design, execute and oversee short and long-term organizational strategies.
6. Coordinate activities related to the Board of Directors and Executive Leadership Committee.
7. Attract and retain a strong leadership team and staff.
8. Coordinate activities between The First Tee of Idaho and the National The First Tee Organization to further the effectiveness of the organization.

## ***Candidate Requirements***

### ***Education***

A Bachelor's degree is preferred, but not required.

### ***Professional Qualifications***

- Executive level business management and/or not-for-profit management success, with experience gained in the Boise Valley community preferred. Experienced in elevating an organization to its next level of growth and performance.
- Proven track record in fundraising and selling, including the ability to connect, listen, ask, and close.
- An ability to speak comfortably in public settings, to both small and large groups.
- Experience in PR and media relations, community and public affairs, community fundraising and volunteerism, and/or government affairs.
- Demonstrated leadership and management skills, including the ability to attract, motivate and develop leadership volunteers and staff. Experience in building and running a strong team a plus.
- Ability to craft a vision for the organization, build and implement a sound strategic plan and achieve stated goals and outcomes for the team and programs.
- Broad knowledge and understanding of diversity issues and extensive management experience promoting organizational diversity.
- Success in building strong coalitions and working effectively among all age groups and ethnicities.

### ***Personal Skills and Characteristics***

- Thoughtful executive who listens well and considers the opinions of key leaders and Board members when making decisions. Exceptional communicator who can persuade and influence others and facilitate discussions.
- Able to embrace the cause and serve as the voice for social change and enhanced philanthropy.

- Exhibits the highest personal and professional integrity.
- An ability to work with everyone from the Board of Directors, The First Tee of Idaho staff, volunteers and program participants.
- Willingness to work in the not-for-profit environment.
- Willingness to ethically promote and support the philosophy, mission and vision of The First Tee of Idaho.
- Demonstrated ability to work and collaborate with individuals from diverse backgrounds and cultures.
- Use of good judgment in all communications relationships.
- Ability to be a self-starter in completing work assignments.

***Salary***

Commensurate with experience.

**To learn more about this opportunity or provide a confidential referral, please contact:**

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