

POSITION DESCRIPTION

POSITION:

Executive Director

ORGANIZATION:

Established in 2003, The First Tee of Greater Charlotte (TFTGC) impacts 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. As one of the nation's leading chapters of The First Tee Network, TFTGC serves more than 1,500 young people annually at eight different locations across the Greater Charlotte area. In addition, TFTGC's National School Program is being taught in over 200 elementary schools in the greater Charlotte area, including Charlotte-Mecklenburg Schools.

For more information please visit www.thefirstteegreatercharlotte.org.

REPORTS/RELATIONSHIPS:

The Executive Director reports to the Board of Directors and manages a team of five full-time staff and 22 trained coaches.

BASIC FUNCTIONS:

The Executive Director possesses strategic and operational responsibility for TFTGC staff, programs, expansion, and execution of its mission and is accountable for all fiscal and program operations. In partnership with the Board of Directors and other staff, the Executive Director develops, implements, evaluates, and maintains programs, services, and activities, which fulfill the mission and goals of TFTGC.

Specific duties include, but are not limited to:

- Work closely with the Board of Directors to formulate the organization's strategic and fund development plans and oversee implementation of both plans.
- Lead, coach, develop, and retain a team of high performers who ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- Execute the annual fund development plan to include grants, individual and corporate giving, and special events; constantly working to support existing programs and regional expansion, along with long-term sustainability.
- Proactively network across the community to forge and maintain relationships with youth development agencies and schools to drive increased player diversity and participation levels.
- Actively engage and energize TFTGC volunteers, Board members, event committees, alumni, partnering organizations, and funders.

- Serve as the face of the organization, leading all public relations efforts.
- Establish an effective partnership with the national office and ensure compliance with all policies and procedures.

REQUIREMENTS:

- Passion for the mission of the organization.
- At least 10 years' senior management experience including transformational growth, organizational management, and leading high-performance teams.
- Demonstrated track record in fund development including individual, corporate, and foundation giving.
- Experience working closely with a Board of Directors, ability to cultivate existing and new Board relationships.
- Community collaborator; experience cultivating community partnerships in order to grow a program and serve a broader audience.
- Strong communicator, both oral and written; persuasive and passionate public speaker.
- Solid financial acumen; able to build a budget and manage all facets of financial reporting and audit.
- An appreciation for and general understanding of the game of golf preferred.
- College degree required.

COMPENSATION:

Compensation will be commensurate with experience including a competitive base salary, bonus opportunity, and competitive benefits package.