



**Executive Director  
Position Description**

**ABOUT THE FIRST TEE**

Golf Fore Life Skills, a California non-profit corporation doing business as The First Tee of Orange County, is a certified Chapter of the national/international non-profit youth development organization 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 learn the fundamentals of the game of golf and are exposed to Core Values and 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 by providing educational programs that build character, instill live-enhancing values and promote healthy choices through the game of golf."***

**ABOUT OUR CHAPTER**

Golf Fore Life Skills was founded in 2010 as a 501(c)(3) non-profit tax-exempt corporation with the intent of seeking formal chapter approval to do business as The First Tee of Orange County. During 2011-2012, initial efforts focused on fundraising and identifying a home base for our operations. We attained full chapter status from the national First Tee on May 23, 2013 and began providing The First Tee Life Skills Experience instruction/educational programs at our Anaheim facility in September 2013. Since that time, our program has expanded to additional sites throughout Orange County and we have joined together with a variety of other non-profit organizations to offer our program in partnership to youth aged 5-18. Examples include the Boys & Girls Clubs, YMCA, Think Together (which offers The First Tee DRIVE Program at elementary school after-school program sites in Orange, Santa Ana and Tustin), the Girl Scouts of Orange County, the Wounded Warrior Project and more. Since our chapter's inception, thousands of Orange County youth have benefited from our program, progressed through various levels of The First Tee programming and, in 2019, several were the recipients of college scholarships through our collaboration with Kingston Technologies and the Hoag Sports Foundation through its relationship with the PGA Champions Tour. The chapter's leadership team includes an Executive Director and a Program Director, supported by full- and part-time coaches and volunteer coaches. From a governance, fundraising, fiduciary oversight and special events perspective, a Board of Directors comprised of leaders from the Orange County business and volunteer community serves the organization. With additional philanthropic support from non-profit foundations, local corporations and individual donors, The First Tee of Orange County is well-positioned to grow programming and outreach sites in the coming years and serve thousands of additional youth.

## THE FIRST TEE PROGRAMS

### **The First Tee Life Skills Experience**

The First Tee Life Skills Experience is the main First Tee program offered at golf courses or golf practice facilities. This program is offered at our facility at Dad Miller Golf Course in Anaheim. Each First Tee session seamlessly integrates basic golf instruction with the Life Skills curriculum and mentoring centered on the Nine Core Values of the First Tee: Honesty, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, Courtesy and Judgment. The instructional program will also teach and encourage the Nine Healthy Habits of the First Tee: Energy, Play, Safety, Vision, Mind, Family, Friends, School and Community. Sessions include time on the driving range, the putting green and the short chipping course, as well as classroom education.

### **The National School Program**

The National School Program is provided at elementary schools during the school day. SNAG (Starting New at Golf) equipment is provided to each school. SNAG is modified, developmentally appropriate golf equipment consisting of oversized clubs, tennis-style balls and a variety of targets that help teach basic skills such as putting, chipping, aiming, holding the club and striking the ball. Physical Education Instructors are trained in the use of the SNAG equipment and how to incorporate the Nine Core Values and Nine Health Habits curriculum into their lesson plans.

### **DRIVE After-School Program**

The First Tee DRIVE (Develops Rewarding Inspiring Values for Everyone) Program is an after-school program provided at school sites and other after-school program locations. SNAG equipment is also used to introduce basic golf skills to program participants, and the Nine Core Values and Nine Healthy Habits curriculum is also incorporated into class sessions and lesson plans. The DRIVE Program is delivered by First Tee trained staff of existing after-school program providers such as the YMCA, Boys and Girls Clubs and Think Together.

## THE OPPORTUNITY

We are seeking an Executive Director who can help take The First Tee of Orange County to its next level. Since a large percentage of the non-profit organization's revenue comes from corporate grants and annual special fundraising events such as golf tournaments, the Executive Director's primary role is fundraising for the Chapter, which includes personally identifying, cultivating and interfacing with individual, corporate and foundation donors, golf industry leaders, event sponsors and underwriters. The Executive Director will communicate and collaborate frequently with an enthusiastic Board of Directors that is professionally diverse and fully committed to supporting the Chapter's financial stability and reaching out to even more Orange County young people through The First Tee programs. She/he will travel throughout Orange County to raise awareness of The First Tee of Orange County, develop relationships with additional constituents and promote the chapter through both in-person and social media/electronic communications techniques.

The Executive Director, among other important attributes, must have prior experience managing a non-profit organization, including hands-on knowledge of managing a Profit and Loss statement. She/he will have experience working in a child-oriented learning environment and understand how introduction to the game of golf can provide an excellent platform for teaching character and values. An active golfer with a love of the game is a plus. She/he must be part of the fabric of the Orange County community, with strong relationships to individuals and groups whose missions and visions complement those of The First Tee. She/he should also have a proven track record of demonstrating a dynamic range of communication skills, including verbal/written communications, confident public speaking skills, the ability to problem-solve during unpredictable situations, collegial leadership and supervisory skills. She/he will have a history of working collaboratively with a Board of Directors, volunteer group and staff members. The ability to plan and facilitate special events is also a plus in terms of cultivating sponsors and inspiring volunteers and staff to deliver on their commitments associated with several of the organization's annual fundraising events.

The Executive Director will also interface and provide regular standard reports to the national office of The First Tee, and occasionally interface with regional or national staff members who help identify individual philanthropists who desire to support The First Tee financially or through other means.

## POSITION DESCRIPTION

The Executive Director reports directly to the Board of Directors, with a strong reporting line to the Board's Executive Committee. The Executive Director is charged with building on The First Tee of Orange County's past success, realizing the organization's vision, and achieving its goals for continued financial stability, growth and community engagement. The Executive Director is the chief spokesperson representing the organization to constituencies, both internal and external. In addition to the operational/financial/administrative duties, the scope of responsibility includes oversight of program management, fund development, marketing, community relations, human resources administration and long-range planning.

## RESPONSIBILITIES:

### **Fundraising and Financial Management (70%)**

- Lead, manage and direct a strategic, comprehensive fund development plan that includes grant writing, special events, corporate sponsorships/partnerships and an Annual Campaign.
- Identify prospects and donors and enhance the short- and long-term diversified funding base.
- Maintain a Donor Management database.
- Personally identify, cultivate and interface with individual, corporate and foundation donors, event sponsors and underwriters.
- Collaborate closely with the Board of Directors to develop and execute the Chapter's strategic plan and annual operating and capital budget.
- Lead a collaborative process with the Board of Directors and its committees, executing its decisions effectively and ensuring that the Board of Directors and its committees are informed of critical developments in a timely and effective manner. Develop monthly Board meeting agenda in consultation with the Board President. Attend all Board meetings. Attend committee meetings when requested.
- Plan and facilitate special events by cultivating and securing sponsors and inspiring volunteers and staff to deliver on their commitments associated with the organization's annual fundraising events.
- Develop and oversee an effective Public Relations/Communications/Media Relations program including development of promotional and collateral materials, press releases, e-newsletters, progress reports and maintenance of the Chapter website.
- Continue to raise the public profile of The First Tee of Orange County by attending community meetings in person, meeting with influencers, serving as the spokesperson and advocate for the chapter by clearly articulating its mission, vision, programs and strategic direction.

### **Chapter Administration (30%)**

- Continue to support the development and cultivation of a strong Board of Directors, representative of the diverse Orange County community and the organization's needs.
- Supervise the Program Director and other administrative personnel to ensure that the chapter is effectively staffed and structured to meet the changing needs of the community.
- Lead, motivate, manage and develop staff and volunteers so they are passionate about the mission and committed to work effectively toward continual improvement of the Chapter.
- Oversee the strategy and implementation of effectively mobilizing and utilizing volunteers in support of the Chapter's programs, special fundraising events and public awareness programs.
- Manage, monitor and oversee all financial reporting including management of budget and revenue. Oversee facilities, insurance procurement, risk management and operational management. Communicate with and submit all documentation required by The First Tee Home Office.
- Attend First Tee Networking Conference, Regional Meetings and BEEP Training. Proactively network with other Chapters and exchange best management practice ideas.
- Execute all other reasonable duties as assigned by the Board of Directors.

## QUALIFICATIONS:

- Bachelor's degree required.
- Golf experience or knowledge is desirable.
- Vision, leadership, integrity and a commitment to the organization's mission.
- A minimum of 3-5 years' experience managing a non-profit organization with a proven track record of facilitating financial stability and growth. Experience in the Orange County, California, non-profit sector with a youth development organization is highly desirable.
- Significant direct and successful experience in the development and execution of a comprehensive fund development plan including grant writing, special event planning, corporate sponsorships/partnerships and the cultivation and growth of individual donors and annual giving.
- A demonstrated ability to plan and operate strategically, to build public support, to inspire staff and the Board of Directors and to approach challenges creatively with professionalism and patience.
- A dynamic range of interpersonal and written/verbal/public speaking communication skills and demonstrated ability to work effectively with, gain the respect of and the support of varied constituencies including staff, Board members, potential donors, volunteers, county and state officials and other related organizations and individuals, including The First Tee national organization.
- Strong organizational, administrative skills and time management skills
- Knowledge of fiscal management, including hands-on management of a Profit & Loss or Income Statement, budgeting and cash flow management.
- The ability to plan, set goals and objectives, organize, and follow through.
- A team builder with a track record of effective staff and/or volunteer management, including recruitment, selection, evaluation and coaching.
- Ability to juggle many responsibilities at once and to operate both independently and hands-on with the flexibility to be part of a team.
- Computer literate: must have knowledge of Word, Excel, PowerPoint and ability to learn Donor Management software and The First Tee Website content management system and Membership Registration/Reporting software.

## COMPENSATION AND BENEFITS

Open and negotiable depending on qualifications and experience, Health insurance for employee. Vacation/Holiday/Sick leave benefits. Performance-based annual incentive pay/bonus to be paid at the discretion of the Board of Directors based on the employee's accomplishment of annual objectives developed through the budgeting/planning process.

## TO APPLY:

Please E-Mail Resumes/Cover Letter/Salary History/Professional References and direct all questions to:

Larry Mastrovich, Board President  
Lmastrovich@gmail.com

To Learn More about The First Tee, visit [www.thefirsttee.org](http://www.thefirsttee.org).

To Learn More about The First Tee of Orange County, visit [www.thefirstteeoc.org](http://www.thefirstteeoc.org).