



**Golf San Antonio  
Executive Director**

**OVERVIEW:**

San Antonio Golf Association, Inc. DBA Golf San Antonio utilizes golf as a tool to make a positive, lasting economic, social and charitable impact on Greater San Antonio. Golf San Antonio is a not-for profit 501(c)(3) with five core lines of business: The Polo Field Golf Center, The First Tee of Greater San Antonio, Greater San Antonio Amateur Golf, the GSA Rules of Golf Group, and GSA Event Management.

**MISSION STATEMENT:**

To enrich the lives of youth and adults in the Greater San Antonio community by supporting and fostering recreational, competitive, and charitable golf opportunities for all.

**EMPLOYMENT STATUS:**

Full Time, Exempt

**REPORTS TO:**

Golf San Antonio Board of Directors

**GENERAL RESPONSIBILITIES:**

*Fundraising:* Responsible for fundraising and developing other resources necessary to support The First Tee of Greater San Antonio.

- Responsible for developing fundraising strategies and initiatives by coordinating training and fundraising efforts of Board and committee members, volunteers and staff.
- Responsible for preparing and delivering effective presentations for individual, corporate and foundation donors, including meeting with prospective donors, presenting the organization's mission and purposes to them, and asking for financial support.
- Responsible for writing grant applications and supporting documentation, and providing tailored status reports to grantors, pursuant to the grant's reporting requirements.
- Responsible for creating strong fundraising materials that will appeal to potential donors, including creating and maintaining effective liaisons with copywriters and printers to develop quality promotional materials.
- Responsible for evaluating the success of each fundraising activity to prepare for upcoming ones and create appropriate reports for the Board's review.
- Responsible for developing new fundraising initiatives and cultivating new supporters to raise money, while effectively maintaining sustainable relationships with existing donors.
- Responsible for organizing fundraising events and attend relevant fundraisers.
- Responsible for maintaining the organization's donor database.
- Responsible for coordinating the development and delivery of web-based fundraising activities.

*Board Governance:* Works with the Board in order to fulfill the organization's mission.

- Responsible for leading Golf San Antonio in a manner that supports and guides the organization's mission as defined by the Board of Directors and the organization's bylaws.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

*Financial Performance and Viability:* Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of Golf San Antonio, to include submission to the Board of a proposed operating plan and annual budget of estimated expenses and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for securing and maintaining workers compensation coverage as required by the State of Texas and property and casualty insurance coverage as determined by the Risk Management Committee.

*Organization Mission and Strategy:* Works with the Board and staff to ensure that the organization's mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for the implementation of Golf San Antonio's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that Golf San Antonio can successfully fulfill its Mission into the future.
- Responsible for the enhancement of Golf San Antonio's and The First Tee of Greater San Antonio's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

*Organization Operations:* Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of Golf San Antonio's operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Professional Qualifications:**

- A Bachelor's degree
- Transparent and high integrity leadership
- Nonprofit management and fundraising experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of Golf San Antonio's strategic future to staff, Board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate Board Members and other volunteers

- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Able to work with youth and building learning environments conducive to youth development

**Actual Job Responsibilities:**

- Work the organization's Fundraising Plan
- Compile an operating plan and budget of estimated expenses in the fourth quarter of each year
- Present an annual report of Golf San Antonio's financial status to the Board
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of Golf San Antonio
- Administrative and operational authority and general supervision over Golf San Antonio's staff, including hiring employees, monitoring employee performance, determining employee compensation within budget limitations and in consultation with the Executive Committee, documenting employee performance issues, taking the necessary corrective disciplinary action, and terminating employees with the approval of the Board Chair
- Conduct all official correspondence, keep books of accounts and maintain an accurate record of the proceedings of the Board and Executive Committee
- Serving as Golf San Antonio's primary spokesperson to the organization's constituents, the media and the general public
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Golf San Antonio's mission
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the organization throughout Greater San Antonio
- Collaborate with organization staff
- Strategic planning and implementation
- Serve as an ex-officio member of all committees and oversee committee meetings
- Oversee Board organization and obtain Board members' signatures on documents required by the organization's bylaws
- Oversee branding, marketing and other communications efforts
- Review and approve contracts for services
- Oversee capital improvements
- Prepare and file required organizational documents with the Texas Secretary of State and Bexar County Clerk
- Communicate with and submit documentation as required by The First Tee Home Office
- Network with other The First Tee Chapters' colleagues and exchange best practice ideas
- Knowledge of and commitment to the goals and philosophy of The First Tee
- Travel to attend The First Tee Regional and Annual Meetings and training sessions
- Competently discharge all duties normally attached to the office of Executive Director

**Compensation:**

Salary is commensurate with experience and other qualifications  
 Quality benefits package includes health insurance and PTO

Submit resume to Tony Salazar at [tsalazar@vip-staffing.com](mailto:tsalazar@vip-staffing.com).