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***“Our mission is* to impact the lives of young people by providing learning facilities and educational programs that promote character development and life-enhancing values through the game of golf.”**

**Job Description**

**Executive Director**

**Chapter Overview**

The First Tee of Quad Cities is one chapter of an international non-profit youth initiative 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. The First Tee Life Skills Experience is the unique component that sets The First Tee apart from other successful junior golf programs and youth development programs through sport.

**Mission Statement**

To impact the lives of young people by providing learning facilities and educational programs that promote character development and life-enhancing values through the game of golf.

**Reports to**

The Executive Director reports to the Board of Directors.

**Supervises**

Program Director and Coaches.

**Employment Status**

Full-time, exempt.

**Job Summary**

The Executive Director provides overall management of all fiscal and administrative operations, program development and delivery, implements policies established by the Board, evaluates program and service data for continuous improvement, and provides detailed, appropriate and regular reports to the Board of Directors. The Executive Director works with the Board of Directors and other staff to develop, implement, evaluate and

sustain programs, services and activities, which fulfill the mission and goals of The First Tee.

**Compensation**

Annual salary will be commensurate with experience, within a range of $50-$80k. Comprehensive benefits package including 401k and Health Insurance to be negotiated.

**Duties and Responsibilities**

Board Interaction:

* Collaborating closely with the Board of Directors to develop and execute the organization’s strategic and annual operating plan and to reach the annual operating, programming and capital budget goals.
* 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 effective personnel and operating policies and procedures
* Maintain legal and accounting compliance according to 501(c)3 requirements
* Support the evaluation of insurance options and select carriers with the Executive Committee

Programming and Facilities:

* Work with the Program Director to oversee programming at all 3 site locations
* Oversee the creation of special programs for ALL youth in Scott County, Iowa and Rock Island County, Illinois
* Oversee the deployment of appropriate educational, and instructional programs with the approved curriculum
* Ensure consistent, high quality, The First Tee National-compliant delivery of programming and lesson plans. Work with staff to monitor and ensure annual compliance with The First Tee ZONE requirements
* Develop and implement policies and/or best practices to increase and sustain Program participant retention and progression
* Along with the Program Director, expand programming sites and secure facilities in our defined service and target areas, and recruit coaches and volunteers for such programming and sites

Public Relations/Communication/Events

* Develop and oversee all communication activities and policies both internal and external to the chapter including publications.
* Work closely with other staff to develop and deliver consistent messaging and customer service to key stakeholders to enhance interest and ensure retention: parents, participants, coaches, volunteers, interns
* Professionally and effectively convey the Chapter’s brand image to the public through public presentations, advocacy, training and testimony
* Coordinate communication activities for openings, special events, newsletter, printed materials and the website
* Actively communicate with and submit documentation as required by The First Tee Home Office
* Network with other Chapter colleagues, exchange best practice ideas and determine what and how ideas can be implemented in the Chapter.

Fundraising

* Develop and maintain all fundraising activities/events
* Leading, managing and directing a comprehensive and diverse fund development plan to raise upwards of $225K annually to support and grow youth development programs
* Identify and cultivate major donors working in concert with the home office and Board committees
* Manage donor management system, stewarding donor information and maintaining donor data

Financial, Administrative, Operations and Staffing

* Ensure Chapter compliance with The First Tee ZONE requirements
* Manage financial data entry and reporting system, currently on Quickbooks
* Create and manage capital and operating budgets with consultation with the Executive Committee.
* Oversee the development and implementation of a fundraising plan for capital reserves, operating and programming needs
* Develop and sustain an operational/program dashboard of key performance indicators and report performance results to the board quarterly.
* Lead, motivate, manage and develop a dynamic staff and volunteers to they are passionate about the mission and committed to work effectively toward continual improvement of the organization
* Manage the chapter’s website, currently on a Wordpress platform. Manage Google suite, which includes email accounts and YouTube
* Develop a diverse Marketing Plan. To include all social media channels, including Facebook, Twitter and LinkedIn.
* Improve the public profile of The First Tee of Quad Cities by serving as the spokesperson and advocate for the organization, as well as being a visible visionary, influential leader and fundraiser in the community.
* Ensure maintenance and timely updating participant databases

**Preferred Qualifications**

* Bachelor’s degree
* Knowledge of fiscal management, budgeting and cash flow management
* A track record of effective staff and/or volunteer management, including recruitment, selection, training, evaluation and coaching
* Knowledge of, and commitment to the goals and philosophy of The First Tee
* Experience with Public Relations/Communications/ Media relations plan including development of promotional and collateral materials.
* Experience in leading large-scale fundraising events, including, but not limited to golf tournaments
* Knowledge and experience in program evaluation and development
* Ability to analyze and report statistical data
* A proven track record of effective communication to diverse stakeholders
* Able to work with youth and build learning environments conducive to youth development
* Able to work a flexible schedule, travel to attend academies, training sessions and regional/annual meetings
* Ability to work with QuickBooks, Salesforce, and Google Suite

*Please submit cover letter, describing your unique qualifications for this role and level of interest, and resume’ to the Board President, Decker Ploehn. Email delivery is preferred.*

**Mr. Decker Ploehn**

**City of Bettendorf**

**1609 State Street, Bettendorf, IA 52722**

**dploehn@bettendorf.org**