



## **Executive Director**

**Position Title:** Executive Director

**Reports To:** Board of Directors

### **Summary**

The Executive Director will be the public face of The First Tee of Central Florida and will have overall strategic vision for the organization. The Executive Director embodies The First Tee's strong commitment to the youth it serves and promotes the organization throughout the community. This position will be responsible for resource development and brand recognition as part of continued fundraising efforts.

The Executive Director will provide overall management of all fiscal operations, fundraising efforts, committees, and policies and procedures.

### **Responsibilities**

#### **Passion for Mission**

- Passion for positively impacting young people through the game of golf to achieve the organization's mission and goals.
- Consistently strive for excellence to all participants, parents, volunteers and co-workers in a manner that reflects The First Tee's Nine Core Values of: Honesty, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, Courtesy, and Judgment.

#### **Proven Fundraiser**

- Work in a collaborative manner, building relationships and promoting The First Tee of Central Florida.
- Proven track record in raising money including the ability to connect, listen, and close.
- Demonstrated leader in the field of development with strong fundraising skills and an ability to leverage relationships and partnership opportunities.
- Work in collaboration with the Board to identify and cultivate partners and donors to advance the organization's objectives by strengthening and diversifying the organization's funding sources.

## **Entrepreneurial Mindset**

- Self-motivated and entrepreneurial in nature.
- Self-starter with the ability to focus under pressure and comfortable meeting tight deadlines with a high degree of accuracy and attention to detail.
- Proven track record of motivating and inspiring others through teamwork and leveraging individual strengths to meet organizational goals.

## **Strategic Leader**

- Strategic leader who, with the Board, will set and articulate a vision for the organization.
- Develop the strategic plan including the fundraising, public relations, finance and programming goals and execute its implementation.
- Strong financial, operational, and management experience to continually improve outcomes.

## **Charismatic Communicator**

- Responsible for effectively conveying the First Tee's mission and priorities to a range of constituents.
- Share and promote the organization's purpose to its current supporting community and future stakeholders, including donors, the Board, staff, partners, youth and parents.
- Dynamic, energetic and credible leader.

## **Skills & Experience**

- Bachelor's degree
- Executive level business management or Non-profit management experience
- An understanding of the non-profit sector in Central Florida
- Significant experience in fundraising initiatives and projects
- Experience in managing large-scale events
- Effective written and oral communication skills
- Strong organizational skills
- Ability to analyze and report statistical data
- Experience in public relations and mediation relations
- Experience in youth development or youth sports
- Knowledge of the basics of the game of golf
- Able to work flexible schedule

## **Compensation**

Negotiable depending on qualifications and experience. Health insurance stipend and Vacation/Holiday/Sick leave benefits. Eligible for an annual performance-based incentive bonus.

Evelyn Wilson has been retained by The First Tee of Central Florida to lead the search efforts for this position. Please email resume and salary requirements to [evelyn@evelynwilsoninc.com](mailto:evelyn@evelynwilsoninc.com).