



EXECUTIVE DIRECTOR

ABOUT US

The First Tee of Greater Seattle began serving King County in 2003 with a vision to provide young people of all ethnic and economic backgrounds an opportunity to develop character and life-enhancing values through the game of golf. By engaging young people in a combination of life skills, leadership and golf activities, they learn the fundamentals of the game and are exposed to 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 Experience is the unique component that sets The First Tee apart from many other successful junior golf programs.

The First Tee of Greater Seattle serves more than 1,800 young people annually through programs held at nine golf courses throughout King County. We also reach over 100,000 students during the school day through The First Tee National School Program at more than 200 middle and elementary schools and the DRIVE Program in partnership with after school partners like Boys & Girls Clubs, where training, curriculum and equipment is supplied.

The First Tee is open to all kids and we target young people who would ordinarily not consider golf as an option. About one-third of the kids we serve each year receive full scholarships to participate because of financial need.

While we are a separately incorporated 501(c)(3) organization, The First Tee of Greater Seattle is one of more than 160 chapters of The First Tee. We have been consistently recognized as an ACE chapter, the highest level of achievement within The First Tee Network.

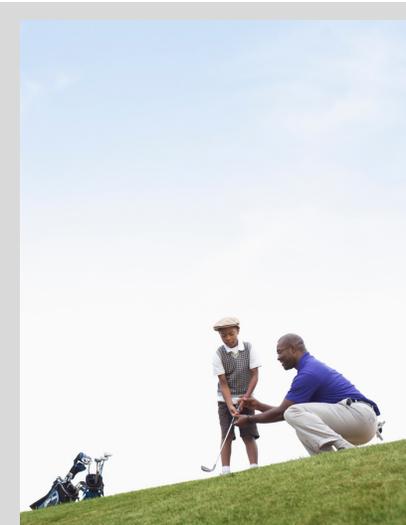


THE POSITION

The Executive Director of The First Tee of Greater Seattle provides direction and overall management of The First Tee program. Responsible for the day-to-day management, the Executive Director oversees a budget of \$1M, four full-time staff, and the seasonal coaching staff and volunteers that are the heart of The First Tee experience.

Responsibilities of the Executive Director include:

- Leading, managing and directing a comprehensive fund development plan to raise upwards of \$1M annually to support youth development programs.
- Leading a capital campaign, raising \$1.5M to construct a youth clubhouse and learning center and work with city officials, donors, and community stakeholders to ensure its successful completion.
- Leading 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.
- Collaborating closely with the Board of Directors to develop and execute the organization's strategic plan and reach the annual operating, programming and capital budget goals.
- Continuing to support the development and cultivation of a strong Board of Directors and committees, representative of the King County community.
- Leading, motivating, managing and developing a dynamic staff and volunteers so they are passionate about the mission and committed to work effectively toward continual improvement of the organization.
- Continuing to raise the public profile of The First Tee of Greater Seattle by serving as the spokesperson and advocate for the organization, as well as being a visible visionary, influential leader and fundraiser in the community.
- Managing, monitoring and overseeing all financial reporting including management of the budget and revenue.
- Maintaining strong lines of communication between the organization and The First Tee Home Office.



THE IDEAL CANDIDATE

The First Tee of Greater Seattle seeks candidates who are strong managers with outstanding communication and interpersonal skills, an optimistic 'can do' attitude, an ability to exercise diplomacy, patience and flexibility who are self-starters, and leaders who can inspire a volunteer-based community with a proven track record for excellence.

A strong candidate will have:

- At least five years of management experience including considerable experience in fundraising, board development and marketing.
- 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.
- Experience in leading large-scale fundraising events, including golf tournaments.
- A proven track record of effective communication to diverse stakeholders.
- A strong commitment to the mission of the organization, valuing diversity, collaboration, team-building, sharing success and inclusiveness.
- A bachelor's degree.
- Golf experience/knowledge is preferred.

COMPENSATION

Salary is commensurate with experience.

APPLICATION PROCESS

To apply, please submit a cover letter and resume to EDPosition@thefirstteeseattle.org.

Applications will be reviewed on a rolling basis and the position will be filled once a suitable and well-qualified candidate is identified. Full consideration will be given to candidates submitting materials before August 11, 2017. Applications will continue to be accepted and reviewed until an Executive Director is chosen which will be immediately announced on our website.



*P.O. Box 31020
Seattle, WA 98103*