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<b>TITLE:</b> Executive Director – The First Tee of San Juan County, NM	<b>JOB CODE:</b> 3491
<b>DEPARTMENT:</b> Parks and Facilities	<b>FLSA:</b> Exempt
<b>PREPARED:</b> January 11, 2018	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b> March 30, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** The Executive Director-The First Tee of San Juan County, NM reports to the Board of Directors of San Juan County Life Skills Foundation and to the Golf Course General Manager/Head Profession; will be responsible for the overall management of all fiscal and program operations, and implementing policies established by the Board of Directors. This position is a grant funded position that develops, implements, evaluates, maintains all programs, services and activities which fulfill the mission and goals of The First Tee of San Juan County, NM. The Executive Director is an advocate providing public education and information services.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Oversees the day-to-day operations of The First Tee of San Juan County, NM.
- Supervises assigned staff; prioritizes and assigns tasks and projects; recruits, trains, and evaluates staff; coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Develop, maintain, and update personnel policies and procedures subject to approval of Board of Directors.
- Shares in the development, maintenance and implementation of the Chapter Governance, Policies/Procedures, and Risk Management with the San Juan County Life Skills Foundation Board of Directors.
- Shares with the Board of Directors in the development of The First Tee of San Juan County, NM Business and Strategic Plans and oversees its implementation; develops work plans for the Board and major committees; creates the fund development plan and implements fund raising activities; and supervises all work related to public relations of the program including conveying the Chapter’s brand image to the public.
- Collaborate, create, and maintain a creative and innovative marketing and social media initiatives; responsible for day-to-day coordination of all advertising and marketing projects to assess the effectiveness of current campaigns that may influence future directions; coordinates the Chapter’s brand image to the public; oversee all work related to public relations, internal communication, and publications.
- Plan, coordinate, and oversee activities for opening and special events including printed materials, communication, and marketing and promotional strategies.
- Provide community relations services of disseminating information, implement public education and outreach activities, including public presentations, advocacy, training, and testimony.
- Implements policies established by the Board of Directors; manages all fiscal/revenue operations; evaluates the educational programs and services to customers; reports program performance to the Board and Home Office of The First Tee; markets the program to local communities. Organizes special events; supervises the Program Director; recruits coaches, volunteers and parents to participate.

## **Job Description**

### **Executive Director-The First Tee of SJCNM**

- Oversees the development of training materials; establishes class and clinic schedules and training plans; ensures the implementation of the approved curriculum; solicits equipment donations and negotiates vendor discounts; manages the development of appropriate instructional and educational programs; establishes and maintains programming locations and National School Program Schools.
- Execute the financial guidelines within a financial management system; oversee the development and implementation of a fundraising plan for capital, operating, and programming needs; create capital and operating budgets.
- Manages The First Tee budget including monitoring all receipts and disbursements; evaluates insurance options and selects carriers; prepares and delivers accurate and timely financial reporting to the Board of Directors and Home Office; maintains legal and accounting compliance according to 501(c)3 requirements.
- Research, write, and submit grant proposals; maintain and comply with grant requirements.
- Oversee and participate in all fundraising activities; identify and cultivate major donors; maintain a donor and participant database.
- Negotiate all agreements for golf course leases, contracts, and long-term commitments.
- Performs other duties as directed by the San Juan County Life Skills Foundation Board of Directors and The First Tee Home Office.

### **Required Knowledge and Skills:**

- Must have Knowledge of The First Tee program, its philosophy and character values/life skill curriculum
- Proven successful ability in business, fiscal, staff, and program management
- Effective written and oral communications skills
- Ability to analyze and report statistical data
- Ability to develop budgets and adhere to fiduciary responsibilities for the overall health of the organization.
- Working knowledge of computers and associated databases (excel and donor databases).
- Possess marketing skills in social media platforms, website maintenance as well as email marketing software (like Constant Contact).
- Skill with marketing programs and developing fund raising strategies.
- Ability to work with youth and build learning environments conducive to youth development.
- Must possess strong inter-personal skills and a high degree of positive energy.
- Skill in assessing and prioritizing multiple tasks, projects, and demands.
- Ability to effectively present ideas using considerate tact and diplomacy.
- Skill in working independently or as a team member.
- Skill in establishing and maintaining effective working relationships.
- Should have knowledge and understanding of the unique characteristics of rural and smaller communities, and, working with Native American and Latino populations in the Southwestern U.S.

### **Education and Experience**

- Bachelor's Degree.
- Experience in community relations, marketing, and fundraising is preferred
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

### **Environmental Factors and Conditions/Physical Requirements:**

**Job Description**

**Executive Director-The First Tee of SJCNM**

- Work is performed in an office and an outdoor environment; may be subject to repetitive motion such as typing, data entry, and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be exposed to dangerous conditions, machinery and chemicals, and airborne particles and adverse weather conditions. Noise level is usually loud.
- Must be able to drive as travel in and around the community to business events, donor events, and special events is required.
- Must be able to work flexible hours of weekends, evenings, and be able to travel to a variety of regional and national meetings.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes: computerized and conventional office equipment; equipment related to the game of golf.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_