



**Position Title:** CEO  
**Accountable To:** Board of Directors  
**Classification:** Salaried/Full-time

## **ABOUT FIRST TEE – AIKEN**

Since 2009, First Tee – Aiken has been creating experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a proven life skills curriculum, First Tee – Aiken creates active learning experiences that build inner strength, self-confidence, and resilience that kids can carry to everything they do. These character education programs are currently delivered at the First Tee – Aiken’s own dedicated facility, at 8 other golf courses, 24 schools, and 3 youth centers reaching over 11,840 kids annually.

## **POSITION SUMMARY**

The Chief Executive Officer (CEO) will provide leadership and direction to fulfill the organization’s mission. Inspired by a genuine passion for empowering and helping youth succeed in life, s/he will work diligently to promote and share the organization’s impact throughout the community. S/he must also have an understanding and appreciation of the game of golf, and how it can provide opportunities and life skills education to young people.

Reporting to the Board Chair and partnering with the Board of Directors, the CEO will have overall strategic and operational responsibility for First Tee – Aiken staff, programs, and the execution of the strategic plan. The CEO leads, manages, and participates in the operations of First Tee – Aiken, including fundraising, relationship development, financial management, marketing, strategic planning, administrative duties, and programming.

The CEO will be a highly visible member of the community, representing First Tee – Aiken to internal and external stakeholders, including employees, board members, financial supporters, community partners, volunteers, youth and their families. S/he will embody the First Tee’s strong commitment to its youth and will promote the organization throughout the community, accelerating its impact, resource development and brand recognition.

The CEO will be instrumental in helping First Tee – Aiken continue to achieve its potential.

**Key Criteria for success of the role include:**

- The candidate will have a passion for positively impacting young people through the game of golf to achieve the organization's mission and goals. S/he will consistently strive for excellence to all participants, parents, educators, volunteers, and co-workers in a manner that reflects First Tee's values and character development.
- Embodying a clear, inspiring, strategic vision and coaching the team to translate those strategies into effectively executed plans.
- Achieving strong fundraising success through a robust development program, including expanded engagement with individuals, corporations and foundations.
- Strong community engagement to expand the reach of The First Tee throughout the community to families, donors, partners, and community stakeholders.
- Embodying a clear, entrepreneurial vision and guiding the team to translate those strategies into effectively executed plans.
- Ability to collaborate effectively with the Board of Directors to develop strong board governance and fundraising practices;
- Partnering effectively with the Board of Directors and staff to build on the success of the program to continually innovate and improve outcomes for youth;
- Expand First Tee's programming in high priority, at-risk neighborhoods, with intentional focus on the underserved and underrepresented communities;
- Ensuring program effectiveness through evaluation to articulate a comprehensive impact story and to ensure these programs are delivered with efficacy and enthusiasm.

**DUTIES AND RESPONSIBILITIES**

**Strategy:** The CEO will lead and, along with the Board, set and articulate a vision for the organization, and develop strategies and goals to align and coordinate efforts to grow agency operations, programs, and resources. S/he will lead the development of the strategic plan including creation of annual development plan supporting the chapter strategic plan. The CEO will have fiscal responsibility of the organization along with the responsibility to budget and forecast to align with the strategic plan.

**Fundraising:** The CEO, along with the Board and with the support of the Fundraising Committee will, identify, cultivate, solicit, and steward contributed revenues to support the organization while also identifying and activating key partners and volunteers to provide meaningful assistance. The CEO will be a demonstrated or emergent leader in the field of development with conceptual knowledge of fundraising and development trends with an ability to leverage relationships and partnership opportunities. The CEO will adopt a creative approach to expanding and deepening new and existing donor support and will build strong brand awareness throughout Aiken.

**Governance:** The CEO and the Board will work together, collaboratively, to determine how the organization can best achieve its mission. S/he will support each committee in their roles and responsibilities and work to facilitate a strong recruitment and development process.

**Communication and Marketing:** The CEO will continue to raise the public profile of First Tee - Aiken by serving as the spokesperson and advocate for the organization, as well as being a visible, visionary, and influential leader and fundraiser in the community. The CEO will be the storyteller and communicate the donor-centric stories of impact and opportunities to empower kids by putting

them on course for a successful and productive life. The CEO will leverage national collateral with recently created brand insight work for First Tee – Aiken to promote a localized approach to youth development through the game of golf.

**Management & Compliance:** The CEO will provide energetic leadership, support, and recruitment assistance to the Board of Directors, delegate and oversee staff, and plan and oversee growth of office infrastructure.

CEO will manage, monitor, and oversee all financial reporting including management of budget and revenue. Oversee facilities, insurance procurement, risk management, and operational management.

CEO will maintain strong lines of communication between First Tee – Aiken and First Tee Headquarters. S/he will ensure the chapter maintains compliance with national organization. The CEO will attend First Tee Network Summit, regional meetings and additional network training. Network with other Chapters and exchange best management practice ideas. Execute all other duties tasked by the Board of Directors.

CEO will manage the operations of the chapter's Learning Center and Chalk Mine 9 facilities and may be required to coach First Tee golf sessions and clinics. In addition, the CEO will establish and oversee standards for youth safety.

## IDEAL QUALIFICATIONS

- Exhibits passion for youth development and the mission of First Tee
- At least 3-5 years of management experience including considerable experience in fundraising, staff development, strategic planning, and marketing.
- Extensive golf knowledge or work experience in the golf industry preferred.
- Experience with non-profit organizations is highly valued.
- Bachelor's degree in leadership, business/non-profit management, sports administration, or related field preferred. Desire to pursue continuing First Tee education certification programs and meetings.
- Ability to identify and recruit strong talent with a proven track record of effective staff and volunteer management, including recruiting, on-boarding, development, evaluation, and coaching.
- Knowledge of fiscal management, budgeting, cash flow management, internal controls and organizational governance. Working knowledge of QuickBooks is preferred.
- Experience with and/or strong desire to lead large-scale fundraising efforts including major gifts cultivation and stewardship.
- Proven track record of effective communication and relationship development with diverse stakeholders.
- Embody the values of First Tee – Aiken, including a commitment to collaboration, valuing diversity, inclusiveness, and team building
- Demonstrated ability to multi-task and prioritize, ensuring day to day operations run smoothly while also spending a significant portion of time on longer-term strategic priorities.
- Connection to Aiken is a strong plus.

## TO APPLY

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to [pepperpeete@firsttee.org](mailto:pepperpeete@firsttee.org). Closing date for this position is 06/16/25. First Tee — Aiken has the right to accelerate or extend the closing date of this position at any time.

## SALARY RANGE, BENEFITS AND JOB TYPE

Base Salary Range based on qualifications: \$60,000 - \$70,000 (Full-time, exempt)

- Health insurance stipend for employee.
- Vacation/Holiday/Sick leave benefits.
- Employer contribution to IRA
- The CEO will be eligible for an annual bonus based on programmatic and fundraising success as determined by the Board of Directors.

### Equal Employment Opportunity Statement:

First Tee – Aiken is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.