



Position

Operations Coordinator, First Tee – Southeast Wisconsin

Organization

First Tee – Southeast Wisconsin 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 life skills curriculum, First Tee – Southeast Wisconsin 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 offered at golf courses, schools, and youth centers in the community.

Position Summary

Reporting to the Executive Director, the Operations Coordinator (OC) will be responsible for providing operational and administrative support for the Chapter. The individual in this position must be able to perform flexibly and independently in an unconventional work environment.

The OC is accountable for the safe, efficient, and effective delivery of the First Tee Program consistent with its vision, mission, and objectives and provides administrative support to the Executive Director. The OC is responsible for ensuring that the operational objectives of the program are achieved through the implementation of effective strategies, practices and programs focused on improving the participant and stakeholder experience.

The OC will represent the chapter to their community. They will embody the First Tee's strong commitment to its youth and will promote the organization throughout the community.

Duties & Responsibilities

General

- Develop constructive, cooperative, and effective working relationships with staff, volunteers, and individuals outside the organization, represent the organization to customers and the general public
- Promote First Tee – Southeast Wisconsin's mission, goals, purpose and programming throughout the community

Fundraising

- Manage all administrative aspects of the Chapter's fundraising plan, including individual giving, corporate and foundation support and special events

- Ensure effective documentation and maintain accurate and complete records in the Chapter's donor database (Little Green Light), track and acknowledge contributions, run queries and reports, coordinate donor communications and solicitations, and ensure prospect management records are updated in a timely fashion
- Support donor-centric stewardship efforts focused on relationship development and retention of existing donors
- Work with the Executive Director to engage board members and volunteers in implementing and coordinating fundraising activities such as mail solicitations and donor outreach
- Support the Executive Director in the development and enhancement of the existing corporate sponsorship program to secure support from area businesses through writing proposals and assisting with sponsor communications
- Coordinate individual donor solicitations including end of year appeal mailing, major donor campaigns, and other events
- Develop marketing/communication materials for special events, fundraising and outreach efforts and help coordinate organization-wide communications to ensure consistency and clarity
- Provide administrative assistance for grant writing activities that supports the Executive Director in building and maintaining relationships with grant makers including preparing, submitting and assisting with grant applications and managing grantor reports
- Assist with equipment donations and manage inventory of clubs, balls and accessories

Programming

- Learn the Life Skills Experience curriculum to build a comprehensive understanding and participate in First Tee Coach training opportunities
- Maintain accurate participant records and progression, School Program metrics, and community program data through the First Tee online database, Salesforce, ensuring data integrity as required by First Tee Headquarters
- Organize all administrative efforts related to the First Tee Certification process in Salesforce
- Assist Program Director to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition, and retention plans of volunteers
- Manage the volunteer management system to ensure sufficient adult mentors for quality programming and that they have completed the volunteer interest form
- Ensure all coaches and volunteers are compliant with SafeSport requirements
- Be diligent in ensuring that volunteers feel respected, appreciated and informed and support the program coordinator with volunteer appreciation activities.

Other duties as assigned by the Executive Director

Qualifications

The Operations Coordinator is a full-time position that may require occasional evening and weekend hours. A bachelor's degree in public relations, business, nonprofit management, marketing or related field, along with a minimum of 2 years of professional experience preferred. The ideal candidate will possess:

- Commitment and passion for the mission and purpose of First Tee – Southeast Wisconsin
- Adherence to the standards of conduct and involvement established by First Tee
- Exceptional communication, interpersonal relations and organizational skills
- Strong computer skills, ability to use existing technology to achieve desired results and proficiency in Word, Excel and other related software applications; knowledge of Little Green Light or similar donor database preferred
- Charismatic, personable, and motivational in working with youth and volunteers
- Valid Driver's License required along with reliable vehicle for transportation to and from programs, meetings and events
- Exceptional time management skills and ability to multi-task

To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to David Cohn, executive director, at dcohn@firstteesew.org.

Closing date for this position is 1/31/22. First Tee – Southeast Wisconsin has the right to accelerate or extend the closing date of this position at any time.

Additional Details

- Position is full-time and is expected to average 40 hours per week
- Position will have flexibility for remote work, as available, and requires in-office work in West Allis, Wisconsin
- Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice
- Compensation is based on experience and qualifications
- References may be requested
- Hiring will be subject to completion of successful background check

Equal Employment Opportunity Statement:

First Tee – Southeast Wisconsin 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.