



Chief Program Officer (full-time, exempt)

Chapter Overview

First Tee – Phoenix, founded in 2003, creates 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 – Phoenix creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do.

Mission Statement

First Tee – Phoenix provides opportunities for all youth to achieve success in every aspect of life, though the game of golf.

Job Summary

The Chief Program Officer (CPO) is responsible for strategic leadership of all programmatic efforts to support the mission of First Tee – Phoenix. This role ensures that programming is mission-aligned, evidence-based, and responsive to the needs of the communities served. First Tee – Phoenix is in a period of growth; this new position is critical in realizing that expansion and meeting our overall goals. As a member of the executive team the CPO collaborates with the Chief Executive Officer (CEO) and Chief Advancement Officer (CAO) to drive innovation and impact.

Key criteria for success in position:

- **Operational thinker** – ability to turn ideas and opportunity into action, pivoting and adapting as needed to reach goals.
- **Servant leader** – empowers, builds team, and holds their team accountable.
- **Owners' mindset** – ability to see the big picture and how program pieces interplay and serve the community.

Key Responsibilities

Below is not intended to be an exhaustive list but a guide to the core functions.

Strategic Leadership & Program Oversight

- Lead the strategic planning, development, and execution of all First Tee – Phoenix programs across schools, facilities, and community sites.
- Ensure programs are mission-aligned, evidence-based, and positioned for sustainable growth.
- Translate organizational goals into operational plans, timelines, and measurable performance metrics.
- Oversee program expansion strategies to increase reach in underserved and under-resourced communities.
- Identify and evaluate a variety of opportunities and operationalize those that will make an impact on goals.

Team Leadership & Culture Building

- Manage and mentor a growing, high-performing program team; foster a culture of excellence, accountability, and continuous improvement.
- Invest in staff development, coach leaders, and promote ongoing learning aligned with First Tee standards.

Program Quality, Impact & Evaluation

- Ensure all programs are delivered with fidelity to First Tee curriculum, youth development best practices and are culturally responsive.
- Lead program evaluation efforts, utilizing data and impact measures to inform decisions, drive improvement, and demonstrate outcomes.
- Meet benchmarks for overall success of chapter.

Cross-Functional Partnership & Organizational Integration

- Partner with the CAO to translate program impact into compelling stories and outcomes for donors, funders, and stakeholders.
- Work with Marketing & Communications to ensure program visibility, youth stories, and chapter impact are effectively communicated.
- Strengthen internal systems, risk management, compliance, safety, and operational excellence across all program sites.

Community Partnerships & Expansion

- Strengthen and expand partnerships with schools, youth organizations, municipal leaders, and golf facilities to broaden access and program reach.
- Serve as a visible community ambassador, representing First Tee – Phoenix with professionalism, credibility, and mission-centered leadership.

Executive Leadership & Organizational Growth

- Serve as a member of the Executive Team, providing organizational leadership during a period of significant growth.
- Prepare executive-level reports and presentations for the CEO, Board of Directors, and First Tee HQ.
- Establish consistent policies, emergency action plans, reporting tools, and operational protocols to support a growing ecosystem of program locations.
- Network and build relationships across the First Tee network to exchange best practices.
- Play an active role in budget development, forecasting and ensuring revenue and expense targets are met.
- Lead with an enterprise mindset – anticipating future needs, strengthening infrastructure, and ensuring long-term program sustainability.

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Commitment

Be a model of one becoming a Game Changer by practicing the life skills we promote called the 5 key commitments:

- Pursue Goals
- Grow through Challenge
- Collaborate with Others
- Have positive self-identity
- Use good judgment

Qualifications/demonstrated abilities

- Genuine commitment for the mission and purpose of First Tee – Phoenix – to empower and help young people succeed in life through golf.
- Passion for reaching underserved and under-resourced communities.
- Love of golf and golf knowledge required.
- Minimum 8-10 years of progressive leadership experience in program management, youth development, sports/education organizations, or nonprofit operations, preferably in a nonprofit or sports-related organization.
- Exceptional communication, interpersonal relations, and organizational skills.
- Charismatic, personable, and motivational in working with team and stakeholders.
- Demonstrated success managing teams and building strong staff culture based on First Tee key commitments.
- Experience in budget management and operational efficiency.
- Strong commitment to child safety, risk management and ethical program delivery.
- Strong organizational skills and ability to work in a dynamic environment.
- Exercise high level of confidentiality, team building and cooperative approaches.
- Effective use of a CRM (SalesForce a plus)
- Ability to speak publicly and engage audiences in small groups to large events.
- Personal vehicle and ability/willingness to regularly drive around Maricopa County to site locations.
- Valid driver's license, good driving record, and meet company required automobile insurance minimums
- Must complete and pass all background checks and child safety courses.
- Bilingual (Spanish/English) a plus

Seniority and reporting

Chief Program Officer is a member of the Executive Team and reports to the CEO/Executive Director. CPO currently leads a team of seven.

Salary, benefits and job type

- Full-time, hybrid/flexible working environment (afterschool and weekend hours required on a regular basis)
- Annual salary based on experience; starting at \$105,000

- Performance-based year-end bonus tied to organizational goals.
- Paid holidays and paid time off
- Reimbursement of business-related mileage, cell phone stipend
- Paid health insurance and other benefits, including FSA
- 401(k) retirement plan, with up to 5% match

How to apply

Send your resume and a cover letter detailing your experience related to the responsibilities and qualifications to **jobs@firstteephoenix.org**. Please list CPO in the subject line of your email. NOTE: All final candidates must pass background check and complete DISC assessment prior to an official offer.

Equal Employment Opportunity Statement

First Tee – Phoenix is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws related 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.