



**MIDWEST
WISCONSIN**

**WISCONSIN TENNIS ASSOCIATION
EXECUTIVE DIRECTOR – JOB DESCRIPTION**

Title: Executive Director

Purpose – To manage the services, policies, staff, budget and programs of the district while serving under the direction of the District’s Management Committee and Board of Directors and reporting directly to the District President.

Major Duties:

1. Manage the daily operations of the district.
2. Oversee the financial and investment affairs of the Wisconsin Tennis Association, including budgeting, payment of invoices, collection of revenue, coding of revenue and expenses, monthly bank reconciliations and the yearly audit.
3. Oversee the financial and investment affairs of the Wisconsin Tennis Foundation, including budgeting, payment of invoices, collection of revenue, monthly bank reconciliations, yearly audit and annual fundraising campaign.
4. Maintain the business, financial and employment records of the district.
5. Work in coordination with the Board of Directors to develop, implement and evaluate short and long-range goals and objectives as related to the District's Strategic Plan.
6. Promote and market USTA membership and participation. Develop member retention efforts, and create and enhance programs that will increase individual and organization membership and/or participation.
7. Coordinate and supervise district-wide marketing and sponsorship efforts to meet goals determined by the Board of Directors.
8. Uphold policies and procedures as established by the USTA, USTA/Midwest Section and the Wisconsin District.
9. Act as primary staff liaison to: District Board of Directors, various USTA/Midwest Section committees, community tennis associations and other tennis organizations.
10. Oversee the development of all district publications and its website with the Marketing Coordinator.
11. Ensure that the District Board of Directors is kept fully informed on the conditions and operations of district and on all-important factors influencing them.
12. In concert with the President, serve as a spokesperson for the district and, as

such, undertake opportunities to contact various publics to promote and develop the sport of tennis.

13. Oversee all staff positions in the WTA, including Adult District League Coordinator, Junior District Coordinator and Marketing Coordinator.

Specific Responsibilities:

1. Day to day supervision of the WTA office and staff, working 40 hrs./week.
2. Provide all computer support for the office including data entry to support the office and association.
3. Provide clerical support for all officers and board members.
4. Supervise the operation of the USTA Adult League Tennis Program, the USTA Jr. Team Tennis Program and Sales and Marketing Department.
5. Arrange and attend all meetings (including meeting sites) of the WTA Management Committee, The Board of Directors, Annual Membership Meeting, and Annual Tournament Directors' Meeting. This includes the mailing of all meeting materials (e.g., agendas, minutes from previous meetings, notices, etc.).
6. Maintain Wisconsin Tennis Association financial records on Peachtree Accounting System, including setting up and maintaining the association's chart of accounts, upon receipt of proper expense documentation, issuing payment checks, recording receipts and making prompt deposits of receipts, balancing the association checking account, forecasting cash requirements, entering budget data and preparing monthly financial statements in order to keep management and the board of directors apprised of the financial condition of the association.
7. Review monthly payroll and prepare quarterly 941 reports, quarterly state tax reports and Workers Compensation Reports.
8. Provide necessary financial data to outside accounting firm needed to prepare federal 990 forms. Work with the district Budget/Finance Committee requested to assist with the annual budgeting process.
9. Supervise and coordinate the sanctioning and scheduling process of all adult and junior tournaments in the district.
10. Distribute USTA and Section information to appropriate WTA volunteers and management.
11. Attend USTA/Midwest Section Annual and Semi-Annual Meetings, District Executive Director meetings, USTA/Midwest Section committee meetings, USTA National Staff Training, State Park & Recreation Meetings, and sectional and district travel as needed.

12. Work Monday through Friday, 9:00 A.M. to 5:00 P.M. office hours for the Association.

Position Qualifications:

The candidate will be committed to the values and purpose of Wisconsin Tennis Association (WTA) and its parent associations and have a proven record of successful leadership and managerial experience. It is important that the candidate have exceptional interpersonal communication skills necessary to relate to a variety of external and internal constituencies. The successful candidate will be expected to exhibit the energy, judgment, and enthusiasm needed to effectively promote the mission of the WTA in growing the sport of tennis throughout the Wisconsin district.

Individual Qualifications:

- A strong academic background including at least a baccalaureate degree from an accredited university, or college. Bachelor's degree in non-profit management or marketing a plus.
- Solid tennis background
- Strong creative, organizational and administrative skills
- Excellent written and oral communication skills
- Professional image/presence and excellent motivational skills
- Proficient in the use of Microsoft Office products (Word, Excel, Access, Outlook Express, Power Point) and Internet Explorer
- Knowledge of the principals of accounting; use of Peachtree Accounting software
- Experience in a supervisory/managerial capacity
- Knowledge of the Wisconsin Tennis Association structure
- USTA membership

Salary/Benefits

The Executive Director's position requires a minimum of 40 hrs./week. Salary/benefits are negotiable based upon the individual's background and experience.

Application Procedure:

Candidate will submit a cover letter, resume, and a minimum of three references to [Wisconsin Tennis Association Search Committee](mailto:mikesharp@eliteclubs.com) at mikesharp@eliteclubs.com. Application deadline is December 27, 2016. Starting date for the position is negotiable, but no later than February 1, 2017.

Disclaimer: This information is intended to describe the general type of work and level of the position. It is not an exhaustive list of all duties and responsibilities required for the position.

The Wisconsin Tennis Association is an Equal Opportunity Employer.