

Job Title:	<i>Executive Director</i>	Organization	<i>USTA Atlanta</i>
Location:	<i>Atlanta/Peachtree Corners</i>	Date Posted:	<i>02/27/2019</i>
Position type:	<i>Full Time</i>	Travel Required:	<i>0-15%</i>
Resume (please include salary requirements) Accepted By Email: ustaatlantaEDsearch@gmail.com			

Description

The Executive Director is responsible for achieving the mission of USTA Atlanta: to guide the organization to new levels of operating success in providing Atlanta with the most convenient, easy and fun way to play tennis. The Executive Director is responsible for executing the directives of the USTA Atlanta Board of Directors (BOD), the Executive Committee of the BOD, and reports directly to the USTA President from a workspace in the USTA Atlanta office in Peachtree Corners, GA. USTA Atlanta is a Community Tennis Association within the boundaries of the USTA Georgia district. USTA Atlanta is the largest Community Tennis Association in the country with over 18,000 members.

Summary

The Executive Director manages the day-to-day operations, staff, and financials of USTA Atlanta to focus on promoting and growing the game of tennis in the greater Atlanta area. The Executive Director works closely with the USTA Atlanta President, independent entities including the Atlanta Youth Tennis and Education Foundation, community tennis partners, tennis professionals and numerous providers to develop and enhance tennis programs.

The ultimate objective is to promote the USTA and USTA Atlanta with the long-term goals of increasing participation and USTA memberships, building awareness of USTA Atlanta programs, and maintaining a sustainable partnership between the association and the constituency it serves.

Duties

1. Recruits, hires, discharges, and oversees the training of (approximately 6) USTA Atlanta staff at the USTA Atlanta office in Peachtree Corners, GA.
 - Leads the annual goal setting and review process.
 - Collects and updates employee records as required by law and the USTA Atlanta Executive Committee (e.g., leave requests, compensation records, performance reviews).
 - Monitors the work progress of staff and implements project/goal revision and/or training when progress is insufficient.
 - Monitors volunteer-staff interaction for maximum customer service.
2. Conducts the financial management of the association in order to assure that the monetary and physical assets of USTA Atlanta are safeguarded; monitors and maintains a balanced budget and monitors the investment of reserves.
3. Acts as liaison between USTA Atlanta staff and the USTA Atlanta Board of Directors
 - Sends frequent, regular reports of activities and progress toward yearly goals to the USTA Atlanta President and BOD.
 - Executes USTA Atlanta Presidential, BOD & Executive Committee policies and disseminates their approved directives to staff and committees in a timely manner and recommends modifications for approval where analysis warrants consideration of change.
4. Acts as a liaison between USTA Atlanta and our parent organizations, the USTA, USTA Southern, and USTA Georgia.
5. Attend semi-annual and annual meetings of the USTA, USTA Southern, and USTA Georgia, as well as other National and Sectional meetings, and workshops that are deemed relevant to USTA Atlanta operations.

Required Skills / Qualifications

- At least 5-7 years of relevant professional experience
- At least 3 years managerial experience
- Proficiency in Microsoft Office
- Excellent Communication and Managerial skills

Desired Experience:

- Bachelors Degree or higher preferred
- History as a tennis player or other knowledge of league tennis
- 3 or more years in the association, non-profit sector