

USTA South Carolina Executive Director/Chief Operating Officer

“Leading by Example”

Description

The Executive Director serves as the chief operating officer (COO) of USTA South Carolina (USTA SC) and is responsible for achieving the mission of USTA SC: to guide the organization to new levels of operating success, visibility, and prominence in the promotion and growth of tennis in South Carolina. The Executive Director is responsible for executing the directives of the USTA SC Board of Directors (BoD), the Executive Committee of the BoD, and reports directly to the USTA President from a workspace in the USTA SC office in Columbia, SC, USA.

Summary

The Executive Director manages the day-to-day operations, staff, and financials of USTA SC to focus on promoting and growing the game of tennis in SC. Within South Carolina, the Executive Director works closely with the USTA SC President, independent entities including the South Carolina Tennis Patrons Foundation, community tennis associations, tennis professionals and numerous providers to develop and enhance tennis programs.

USTA SC is one of nine state tennis associations (USTA “Districts”) within the USTA Southern Section. The Executive Director of USTA SC will develop professional relationships with the Executive Directors of the other USTA districts and work closely with USTA and USTA Southern staff. The ultimate objective is to promote the USTA and USTA SC with the long-term goals of increasing participation and USTA memberships, building awareness of USTA SC 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 12) USTA SC staff at the USTA SC office in Columbia, SC
 - Leads the annual goal setting and review process
 - Works closely with USTA Southern staff leadership in the supervision and goal setting of USTA Southern employees working in SC (Tennis Service Representative)
 - Collects and updates employee records as required by law and the USTA SC 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 SC are safeguarded; monitors and maintains a balanced budget and monitors the investment of reserves
 - Oversees the accounting process and carries out financial audits as requested by the BoD
 - Oversees payroll processing and monthly/quarterly withholding deposits
3. Monitors the operations of the office for maximum efficiency and minimum cost (i.e., insurance, security, lawn care, building maintenance, communication and computer equipment, etc.)
4. Acts as liaison between USTA Southern staff and USTA SC staff and between the Board/Committee Chairs and Staff of USTA SC
 - Sends frequent, regular reports of activities and progress toward yearly goals to the USTA SC President and BoD
 - Works with other District Executive Directors and District Presidents to obtain equitable representation in decisions made at the Southern Section level
 - Executes USTA SC 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

- Helps USTA SC President & Board define volunteer and staff roles and the allocation of appropriate duties to both groups
 - Provides administrative support to the USTA SC Executive Committee, BoD and other Committees
5. Acts as a liaison between USTA SC and our parent organizations, the USTA and USTA Southern, and USTA SC Community Tennis Associations (CTA)
 - Attend semi-annual and annual meetings of both the USTA and USTA Southern, other National and Sectional meetings, and workshops that are deemed relevant to USTA SC operations
 - Periodic visits to SC CTAs and other affiliated groups in SC communities
 - When appropriate, works with the South Carolina Tennis Patrons Foundation on joint projects
 - Represents USTA SC at major tennis functions throughout the state and at USTA Southern Sectional meetings and events
 6. Maintains and disseminates up-to-date knowledge of new USTA policies, programs, customer service actions, funding procedures and computer services to Board, Staff and District volunteers
 - Encourages volunteer involvement at both the CTA and state association levels and continually gives recognition to the volunteer base
 - Supports the development of a sound, thorough training curriculum and frequent training sessions for USTA SC committee members and local CTA and program leaders
 7. Other duties may be assigned

Travel

Estimated 15 to 25 day trips away from office to attend meetings and tennis functions, plus 20 to 30 nights out-of-town or out-of-state at conferences per year.

Relocation

May be available for this position. Details will be discussed at the interview phase.

Minimum Requirements

1. Baccalaureate Degree or higher
2. Experience in business setting, ideally at a managerial level
3. USTA Membership at time of hiring

Preferred Requirements

1. Strong work ethic, self motivated, and leadership skills
2. Demonstrated managerial and communication skills
3. Experience managing budgets and proven responsibility for financial resources
4. Willingness and enthusiasm to work with USTA SC's diverse constituents and stake-holders, and ability to foster and nurture community partnerships.
5. Commitment to expanding diversity at all levels within USTA SC.

USTA South Carolina is an Equal Opportunity Employer.

This position was posted on February 22, 2018 and open until filled. Applications must be submitted via this online link, [application link](#).