

Position Description
USTA - TN
Executive Director

The Executive Director serves as the Chief Operating Officer (COO) of the United States Tennis Association Tennessee (USTA TN). The Executive Director is responsible for achieving the overall mission of the USTA TN: promote and develop the growth of tennis in Tennessee. She is responsible for carrying out the directives of the USTA TN Board of Directors and the Executive Committee. The Executive Director provides direction, support and supervision of the employees of the USTA TN in order to implement and operate programs designed to increase all aspects of tennis within Tennessee. She works with outside entities including community tennis associations, providers, facilities, agencies, and tennis professionals to develop and enhance tennis programs in the State. The USTA TN Executive Director is expected to develop professional relationships with the Executive Directors of the other USTA Southern states and to work closely with USTA and USTA Southern staff with the objective of growing the sport of tennis in Tennessee.

Major Duties

1. Conduct the financial management of the USTA TN in order to assure that the monetary and physical assets of the USTA TN are safeguarded. Duties include development of the annual budget, pay bills and collect all monies due USTA TN, keep the financial records, lead the annual audit, prepare annual financial reports, and be responsible for recording of Performance Based Incentive Funding (PBIF) numbers.
2. Act as a liaison between the USTA TN and our parent organizations, the USTA and USTA Southern, as well as Tennessee Community Tennis Associations (CTA). Duties include attending 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 TN operations, and periodic visits to Tennessee CTAs.
3. Manage the day-to-day operational programs, policies, and procedures of the USTA TN and the functioning of the office, and be directly responsible for executing all Board decisions in a timely manner.
4. Manage all aspects of the hiring and discharge of employees and employment contract processes. Manage and supervise the day-to-day activities of the staff and motivate the staff to achieve their highest potential. Maintain employee records and approve vacation and special requests. Provide training, supervision, support and leadership for in house and field staff; conduct regular staff meetings and annual performance reviews. Lead staff in annual goal setting and review.
5. Keep Board and Executive Committee and Membership informed of activities and projects of the staff. Assure that the Board of Directors and Executive Committee are kept fully informed on the conditions and operations of the State and on issues influencing the tennis industry in Tennessee. Give reasonable notice of any meetings of the Board of Directors, and at least thirty (30) days notice of any meetings of the Membership. Conduct all general correspondence in USTA TN and maintain copies of all such correspondence. Advise Board and Executive Committee on needs of the State and work with committees in determining pro-active planning and long-term goals.
6. Recruit, train, and work closely with volunteers, and provide leadership in recruiting and retaining volunteers.
7. Assist and support CTA's, provide training for new presidents and leadership in establishing CTA offices and training of their staff, as needed.
8. Oversee and assist fundraising and sponsorship efforts working with marketing staff, which has the primary day to day responsibility, ensuring that sponsors receive promised benefits. Be knowledgeable regarding the sponsorship, fundraising and public relations activities and programs of USTA and USTA Southern. Ensure that the State is properly represented at appropriate functions of related organizations.

9. Oversee the grant process in conjunction with staff, including accountability, for National, Sectional, and outside organization grants.

10. Engage in short-term and long-term strategic planning and visioning in order to ensure the long-term success of the organization.

Special Skills: Extensive current knowledge and facility with all USTA programs, rules, and regulations; facility with all Microsoft applications including but not limited to Word, Excel, Outlook, Access, PowerPoint, and Publisher; timely submission of all documents and timely review of materials submitted by staff for review; training skills; extensive knowledge of and facility using TennisLink online applications; meetings planning; preparation of plans, task lists, and action plans; facility with social networking technology; ability to comprehend complicated financial data including budgets, financial statements, trends, and reports.

General Skills: ability to: field customer questions and answer customer telephone calls; speak in public using presentation technology; be a team player; communicate well verbally and in writing with customers, vendors, volunteers, and others; improvise and solve problems; embrace change; adapt to unexpected situations; prioritize tasks and programs within funding restraints; meet external deadlines and self-impose deadlines; exhibit a proactive attitude, provide a high level of customer service, project a welcoming and professional demeanor and demonstrate commitment to USTA branding program; plan, organize, and execute events including training, workshops, and meetings, share knowledge and information with others including staff, volunteers, and others; communicate regularly with others regarding program areas to ensure maximum growth and inclusion; ensure unity of message for the organization; be a self-starter.

Expectations: The successful Executive Director will achieve the following results and outcomes:

- Achieve a high level of organizational performance to include defining mission, goals, and financial viability; staff recruitment; implementation of sound fiscal policies; successful engagement with the board; maintain a working knowledge of significant trends and developments in the tennis industry.
- Demonstrate a high level of community leadership, speaking in public on behalf of the organization to its members, other nonprofits, providers, clubs, funders and the general public; effectively using communications technology and ensuring the organization's message remains intact; engagement in appropriate partnerships and relationships with other organizations and individuals.
- Effectively administer the organization's resources, including its human resources; developing a diverse and qualified staff focused on customer service and growth; performance of regular periodic performance evaluations of all staff based on objective criteria; development of a long-term strategic staffing plan matched to the organization's goals and objectives; adoption and adherence to written handbooks, policies, and procedures; ensuring compliance with all employer-related laws and regulations; creating a general climate of excellence, accountability, and respect.
- Sustain the organization financially; including implementation and observance of internal financial controls, fiscal and corporate transparency; leading annual audits of the financial records ensuring that the process is resolved timely; timely preparation of the annual budget for review by the board of directors; timely preparation and review of periodic income statements, ensuring compliance with the budget; timely preparation and filing of the IRS Form 990 and related documents; and development of new/additional sources of revenue.
- Cultivate a strong relationship with the board of directors by timely providing information, engaging the board in an ongoing dialogue; assisting in the recruitment, involvement, and engagement of high value board members who represent the diverse needs of the organization's customer base; generally encouraging partnership, transparency, and growth.

To apply for the position, please submit resume and cover letter to ustatn1029@gmail.com no later than **January 20th, 2017.**