

Mississippi Tennis Association

Executive Director Job Description



The purpose of this position is to serve as the key management leader of the Mississippi Tennis Association (MTA). This position reports to the MTA Board of Directors. The Executive Director is responsible for overseeing MTA's administration and programs, as well as leading the organization in a manner that supports and guides the organization's mission as defined by the MTA Board of Directors. The Executive Director is also responsible for fiscal management that generally anticipates operating within the approved budget, ensuring maximum resource implementation, and sustaining the organization in a positive financial position.

MINIMUM QUALIFICATIONS:

- Bachelor degree preferred but not required
- Strong organizational skills
- Excellent oral and written communication skills
- Computer skills with MS Outlook, Word, Excel, Power Point, and Publisher
- Ability to work with all constituents and stake-holders
- Tennis background preferred

RESPONSIBILITIES:

1. Manage day-to-day operations and functions of the MTA office, located in Jackson, MS
2. Recruit, hire, discharge, review, and oversee the training of all MTA personnel
3. Lead MTA staff in the annual goal setting and review process
4. Handle day-to-day accounting duties including, budgets, reports, payroll, taxes, and investment of reserves
5. Work with accountant and auditor to process end-of-year documents and yearly audits
6. Coordinate all volunteers at the state level with staff program directors
7. Serve as primary staff contact for the President and Board of Directors
8. Plan, assemble, and edit the digital Yearbook/Calendar with staff
9. Coordinate plans for all meetings with the President and appropriate committee chairs
10. Represent MTA at major tennis functions throughout the state, at USTA Southern, and USTA National meetings and events
11. Keep the President and Board of Directors fully informed regarding all material matters and business affairs of the corporation and faithfully execute and follow all policies and procedures as established by the Board
12. Perform additional duties as assigned by the President

Salary includes benefit package

To apply for his position, please send resume and cover letter by September 20, 2021, to Jimmie Coins, MTA President - Jimmie.Coins@atmosenergy.com