

## Position Title

Executive Director of the Idaho Tennis Association, Inc.



## Organization

The Idaho Tennis Association (IdTA) is an Idaho nonprofit corporation established for the purpose of promoting and developing tennis in Southern Idaho and Southeastern Oregon. The IdTA is a district organization within the Intermountain Tennis Association, and both the IdTA and Intermountain fall under the hierarchy of the United States Tennis Association (USTA). Further information about the Idaho Tennis Association is available at [www.idtennis.com](http://www.idtennis.com).

## The Position

Duties of the Executive Director of the Idaho Tennis Association include:

- Develop and coordinate strategies to further promote the health and viability of tennis in the district with juniors, and adults of all levels.
- Serve as chief staff officer of the IdTA and lead the 12-member Board of Directors in planning and governance of the IdTA.
- Supervise and mentor staff in the management of leagues, tournaments, junior tennis, 10 and Under tennis, grant distribution, marketing and other IdTA and USTA programs.
- Develop an annual budget for Board approval and administer the approved budget.
- Act as spokesperson for the IdTA in its interactions with local, state, regional and national organizations.
- Collaborate with the USTA Intermountain Section office and other executive directors within the Intermountain Section.
- Communicate and coordinate with accounting firm for bookkeeping purposes related to AP/AR, payroll and taxes.
- Interact and coordinate with multiple committees.
- Maintain relationships with all areas of the district and represent the IdTA through engagement at various events and meetings with Community Tennis Associations, facility and program managers, Area Coordinator staff, and the general tennis community.
- Manage and promote diversity, equity, and inclusion across all aspects of the IdTA charter.
- Act as executive director of the Idaho Tennis Foundation (a § 501(c)(3) corporation) and support its fund-raising efforts.
- Attend and support IdTA league district events.
- Other duties as needed or assigned.

### **Applicant Qualifications:**

- Relevant post-secondary education.
- Strong communication skills and the ability to cultivate proactive relationships with internal and external constituents.
- Strong administrative, management and organizational skills,
- Outstanding leadership, interpersonal, team-building, motivation, persuasion, and consensus-building skills.
- The ability to effectively develop and support staff.
- Proven ability to be a creative and visionary leader.
- Understanding of basic financial and general business principles and processes.
- Ability to appreciate and apply professional experience within a not-for-profit organization.
- High integrity and the ability to build trust with staff and constituents.
- Energy and strong work ethic, a “can-do” attitude, and a passion for and understanding of the tennis industry.
- A tennis background, experience with USTA, and experience working with a Board of Directors is desired but not required.
- Must complete SafeSport certification which includes on-line courses and a background check.

The position is full time, exempt, with an expected annual salary of \$65,000 to \$80,000 depending on qualifications and experience. The package includes additional benefits.

### **Application Process:**

Persons interested in applying for the position may submit the following by Wednesday, June 15, 2022:

- A cover letter explaining why the candidate is interested in the position, a description of any relevant qualifications, and how the candidate believes he or she can help the IdTA fulfill its mission.
- A resume outlining the candidate’s educational background, work experience, special talents, and or training and awards that are relevant to the position.
- Please submit applications to [ldta.jobs@gmail.com](mailto:ldta.jobs@gmail.com).
- Please, no phone calls.