MISSOURI VALLEY
HEART OF AMERICA

Position: Executive Director, USTA Heart of America

Location: Kansas City Metropolitan Area — Work from Home

Annual Contract Compensation: Stipend base starting at $45,000 (negotiable) with opportunities for additional compensation.

Application Deadline: December 7, 2026

About the Opportunity

USTA Heart of America is seeking a dynamic, organized, and motivated individual to serve as Executive Director of our district. This leadership position offers an exciting opportunity to support and grow tennis throughout the Kansas City metropolitan area and surrounding communities.

The Executive Director (ED) works closely with the USTA Heart of America Board of Directors, staff, volunteers, and tennis industry partners to oversee district operations, support USTA programming, strengthen community relationships, and expand opportunities for players of all ages and abilities. The ED is directly supervised by the USTA Heart of America Board President in day-to-day activities.

We are looking for a self-directed leader with strong organizational, communication, financial management, and relationship-building skills who shares our passion for growing the game of tennis.

This is a home-based position offering flexibility in managing daily responsibilities, with regular participation in local meetings, tennis events, and community activities.

Key Responsibilities

District Leadership & Operations

- Oversee day-to-day district operations and serve as the primary point of contact for USTA Heart of America.
- Coordinate and supervise district staff responsible for leagues, junior tennis, tournaments, and other programming.
- Work collaboratively with the Board of Directors to implement district priorities and initiatives.
- Coordinate board meetings, district events, and the annual awards and recognition banquet.

Financial & Administrative Management

- Manage district financial records, bookkeeping, budgeting, and financial reporting.
- Work closely with the USTA Heart of America Treasurer and outside accounting professionals.
- Maintain organizational records, event calendars, and administrative systems.
- Identify opportunities to develop additional revenue sources supporting district programs.

Tennis Programming & Community Development

- Support the growth and promotion of USTA leagues, tournaments, junior tennis, and community tennis initiatives.
- Build and maintain strong relationships with tennis facilities, teaching professionals, community organizations, volunteers, and other industry partners.
- Identify opportunities to introduce tennis to new players and expand participation throughout the district.
- Support tournament operations and become trained in applicable USTA tournament management systems.

Marketing & Communications

- Oversee district communications, including website content, social media, and outreach initiatives.
- Collaborate with USTA Missouri Valley staff on marketing and promotional activities.
- Promote district events, programs, and opportunities to the tennis community.

Desired Qualifications

- Demonstrated leadership, management, and organizational skills.
- Strong financial management and bookkeeping experience, including proficiency with QuickBooks or similar accounting software.
- Excellent written and verbal communication skills.
- Strong computer skills and ability to learn new technology and software systems.
- Ability to manage multiple priorities, work independently from a home office, and collaborate effectively with staff and volunteers.
- Experience in nonprofit administration, sports management, event coordination, business operations, or related fields is desirable.
- Knowledge of tennis, USTA programs, and the Kansas City tennis community is strongly preferred.
- Marketing, social media, and community outreach experience is a plus.

Compensation & Position Details

- **Annual Contract Compensation:** Annual stipend of $45,000 (negotiable), payable monthly, with additional opportunities for additional compensation (*).
- **Position Classification:** Independent Contractor (1099); no employee benefits provided.
- **Work Location:** Home-based within the Kansas City metropolitan area, with attendance at local meetings, tournaments, and district events as needed.
- **Time Commitment:** Full-time commitment (approximately 40 hours per week), including occasional evenings and weekends.
- **Additional Compensation (*):** Opportunities to earn additional income serving as a Tournament Director, subject to applicable arrangements.
- **Performance Bonus (*):** Potential discretionary year-end bonus as determined by the USTA Heart of America Board of Directors.
- **Travel:** Some district and sectional travel required, with approved business travel expenses reimbursed in accordance with district policy.

How to Apply

Interested candidates should submit a resume and brief letter of interest outlining their relevant experience and interest in serving as Executive Director of USTA Heart of America.

Application Deadline: Monday, December 7, 2026

Submit Applications To: Jody Holsinger, USTA Heart of America Board President **-** jody@aspenwealth.com

Anticipated Start Date: Within two weeks upon offer acceptance (or sooner if desired)

USTA Heart of America welcomes applications from qualified individuals who share our commitment to growing tennis and strengthening our local tennis community.