

## **POSITION DESCRIPTION**

### **Executive Director — USTA Missouri**

USTA Missouri seeks an experienced individual to serve as the district's Executive Director (ED). The position will remain open until filled by a suitable candidate. The first date of consideration is January 2, 2026. The first date of employment is February 1, 2026 or another date agreed on by the board of directors.

The mission of USTA Missouri is to promote and grow the game of tennis within the geographic boundaries of the Missouri district. As the manager of day-to-day operations in USTA Missouri, the ED reports to the board of directors and is responsible for ensuring USTA Missouri's work aligns with and supports its mission.

The ED collaborates with the board of directors to develop strategic goals and oversees staff to implement those goals. Key Performance Indicators (KPIs) for this role include membership growth, program participation rates, financial performance, and community engagement.

The ED may reside anywhere in Missouri (excluding the Kansas City and St. Louis areas). This position requires regular travel within Missouri to support programs and events and travel several times a year for sectional and national meetings.

Compensation for this position is a monthly stipend with additional incentive pay for junior and adult participation in tournaments and leagues. The USTA Missouri compensation plan is reviewed annually by the board of directors. At the discretion of the board, the ED is subject to annual review and eligible for additional performance-based pay.

USTA Missouri is part of the national USTA family, and one of seven districts in USTA Missouri Valley. The executive director works closely with staff at USTA Missouri Valley and EDs in the other six districts.

## **JOB DUTIES**

As set forth in the bylaws of the USTA Missouri district, The executive director:

- Serves as chief operating officer of the district
- Manages all district staff including hiring, training, and conducting regular performance evaluations
- Handles district finances and tax filings (with the assistance of the finance director and/or district treasurer) including payroll and other expenditures

- Provides notice of meetings and agendas (with the assistance of the board of directors)
- Sanctions and supervises tournaments and tournament directors
- Prepares annual reports
- Oversees district committees
- Performs other duties as assigned by the board of directors

The executive director also:

- Administers all USTA programs in Missouri district in compliance with USTA national and section regulations, IRS rules, and state and federal laws
- Works with the board of directors to create strategic and operational goals for the organization
- Collaborates with USTA Missouri Valley to develop and fund programming, facilities, and coaching in alignment with USTA National priorities
- Builds relationships with individuals at all levels of USTA and across Missouri (excluding the Kansas City and St. Louis areas)
- Collaborates with local, state, and national governments, parks and recreation departments, community tennis associations, schools, and other individuals and organizations to develop tennis programs and facilitate infrastructure investment throughout the district
- Represents USTA Missouri at sectional and national meetings, workshops, and events
- Effectively and professionally communicates with vendors, members, potential members, stakeholders, and board members, including promptly and effectively responding to complaints and concerns
- Maintains USTA Missouri organizational communications, including social media platforms

The executive director is responsible for the financial health of USTA Missouri and thus:

- Reads and understands financial statements and is comfortable reporting regularly to the board of directors on revenue and expenses
- Develops annual budgets and recommends program and/or budget adjustments
- Understands the financial requirements of nonprofit organizations, including tax reporting requirements and financial audits

The executive director travels regularly and therefore must:

- Have a valid driver's licence
- Have a reliable vehicle
- Be insurable

## **QUALIFICATIONS**

The executive director should have:

- A bachelor's degree or at least five years of relevant work experience
- Experience in tennis – administration, coaching, competitive play, or strong familiarity with the sport
- Excellent verbal, written, and interpersonal communication skills
- The willingness and ability to represent USTA Missouri at local, district, sectional, and national events
- The ability to work well with staff and volunteers
- Self-motivation and strong initiative to create and expand the role
- Excellent organizational skills
- Strategic vision
- Proficient computer skills (TennisLink, Serve Tennis, Gmail, Google Workspace, Microsoft Word, Excel, PowerPoint)
- Proficiency with website platforms and social media (Instagram, Facebook)
- Experience in financial management, including developing and implementing budgets
- Familiarity with local, regional, and national USTA League rules and regulations
- Ability to mediate, negotiate, and resolve conflicts
- Flexible schedule with evening/weekend availability
- Professional demeanor
- Safe Play certification or ability to obtain Safe Play certification

To apply for this position, send a cover letter and resume to Sean Terry, USTA Missouri President, at [unwrittenrulesterry@gmail.com](mailto:unwrittenrulesterry@gmail.com).