



MISSOURI VALLEY  
IOWA

**Job Opening**  
**USTA - Iowa**  
**Executive Director**  
**Contracted Position: Compensation: DOQ**

USTA Iowa is seeking an experienced and motivated individual to serve as the district's **Executive Director**. The Executive Director is responsible for the overall leadership and management of all administrative tennis activities and programs for USTA Iowa.

This is a **part-time, administrative position** with a **home-based office 10-20 hours per week**. The role does **not** include on-court responsibilities.

**Key Responsibilities**

- Provide leadership and oversight for all USTA Iowa day-to-day administrative operations and programs.
- Represent USTA Iowa at Section and National USTA meetings and initiatives.
- Partner closely with the Board of Directors and committees to ensure engagement and alignment with organizational goals.
- Initiate and develop new projects in collaboration with local communities to support the mission and growth of tennis in Iowa.
- Manage multiple projects simultaneously while maintaining a high level of organization and attention to detail.
- Work independently while collaborating effectively with board members, volunteers, and community partners.
- Adapt to evolving organizational needs and assume new responsibilities as required.
- Supervise staff, including hiring, training, performance management, and professional development.
- Ensure compliance with USTA policies and Safe Play requirements.
- Develop and manage the annual budget in partnership with the Board of Directors.
- Promote USTA Iowa programs, events, and initiatives in collaboration with USTA Missouri Valley.

## **Qualifications**

- Proven administrative and leadership experience.
- Demonstrated success in project coordination and organizational management.
- Highly organized with strong attention to detail.
- Self-motivated with the ability to take initiative and work independently.
- Strong communication and collaboration skills, with the ability to engage diverse stakeholders.

## **How to Apply**

Send an email expressing interest to the President of the Iowa Tennis Association - Jack Wardell at [jwardell639@gmail.com](mailto:jwardell639@gmail.com). Please include in your resume and cover letter name, phone number, and email. Please list or describe a few reasons why you are interested in the position.

Questions can be directed to Jack Wardell by email or by phone at 712-790-1904

**The position is open until it is filled.  
Anticipated start date: April 1 , 2025**

## **About USTA Iowa**

USTA Iowa is the official governing body of tennis in the state of Iowa, working under the umbrella of the United States Tennis Association (USTA). Our mission is to promote and develop the growth of tennis for all Iowans. As we implement a new strategic plan, we are seeking a motivated, organized, and visionary individual to coordinate this exciting phase of development.