



HUMAN RESOURCES

Position Description

Position Title	Executive Director and Chief Executive Officer		
Department	Executive Office	Division	Executive
About the USTA	<p>The USTA is the national governing body for the sport of tennis in the U.S. and the leader in promoting and developing the growth of tennis at every level -- from local communities to the highest level of the professional game. A volunteer, not-for-profit organization with seventeen geographic sections and over 600,000 members, it is committed to its mission "to promote and develop the growth of tennis" and invests 100% of its proceeds in growing the game. It owns and operates the US Open, the highest-attended annual sporting event in the world, launched the US Open Series, linking summer WTA and ATP World Tour tournaments to the US Open and owns approximately 90 Pro Circuit events throughout the U.S. Additionally, it selects the teams for the Davis Cup, Fed Cup, Olympic and Paralympic Games.</p> <p>The USTA currently employs 400 full-time employees at three main locations: White Plains, NY (corporate offices), Flushing Meadows Corona Park, NY (home of the US Open and public tennis facility) and Orlando, FL (the USTA National Campus). The location of the ED & CEO will be Orlando.</p>		
Purpose Of Position	<ul style="list-style-type: none"> • The ED & CEO will, subject to the direction of the Board, oversee the day to day operational programs, policies, and procedures of the USTA national staff and the functioning of the national headquarters and other national office locations. • Lead the development and execution of operating plans goals for Community Tennis, Professional Tennis, Player Development, Diversity and Inclusion, and other national USTA divisions that are aligned with the USTA's mission and long-range strategic priorities. • Lead high-level relationship management for professional staff, the various segments of the Association, and tennis industry entities both domestic and international. 		
Major Duties	<ul style="list-style-type: none"> • Effectively lead the USTA's overall vision and strategy for the growth of tennis participation with juniors, and adults at all levels, while making tennis look like America. • Provide direction and support and collaborate with USTA sections, districts, Community Tennis Associations, and national committees for all of USTA's grassroots efforts. • Effectively communicate to both internal and external constituents and represent the USTA both domestically and abroad. • Set strategic direction and lead the USTA's involvement in professional tennis in the US and throughout the world. • Identify opportunities and plan for future growth in scope, impact, and net profit of the US Open and the professional game. • Develop strategies to further promote the health and viability of professional tennis in the United States and ensure proper positioning within the global tennis world, including improving the economics of and ensuring the growth of professional tournaments in the US. • Develop and implement an overall strategic plan to best identify, develop and grow future American champions. • Oversee the USTA's strategic vision and management of the USTA National Campus, establishing the facility as a learning laboratory and leader for innovation, operating standards and customer experience. 		
Key Performance Indicators	<ul style="list-style-type: none"> • Establish credibility and build consensus in the board room as well as with section leadership, volunteers and staff. • Develop a thorough understanding of the tennis industry and the various constituent parties. • Develop and achieve buy-in for the vision and operating plan for the organization. 		

This description is intended to describe the type of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by the employee.

Supervisory Responsibility	<p>You will be responsible for the review of the work performed by the following staff (titles only):</p> <ul style="list-style-type: none"> • Chief Administrative Officer & General Counsel • Chief Diversity and Inclusion Officer • Chief Executive Professional Tennis • Chief Executive Community Tennis • Chief Financial Officer • Chief Marketing Officer • Chief Operating Officer, USTA National Tennis Center • Chief Revenue Officer • Chief Technology Officer • Executive Assistant
Internal Relationships	<p>Reports to USTA Chairman of the Board and President and USTA Board of Directors; close working relationships with Section Leadership.</p>
External Relationships / Accountability	<ul style="list-style-type: none"> • Frequent interaction with executives of tennis and international sports organizations including the Grand Slam Board, ATP, WTA, ITF, etc. Staff representative on the Grand Slam Board. • Ongoing working relationships with tennis industry partners, allied organizations, USTA committees, USTA volunteers, section leadership, media, city agencies, etc.
Travel Demands	<p>Approximately 50% travel both domestically and internationally. Such trips will annually include Board of Directors meetings, USTA Annual and Semi-Annual meetings, occasional section visits, committee meetings, Grand Slam Board meetings, travel between the USTA offices in White Plains, Flushing Meadows, and Orlando, and other travel as deemed appropriate by the Chairman/President.</p>
Qualifications / Other	<ul style="list-style-type: none"> • Proven ability to be a creative and visionary leader. • Extensive experience in the sport/entertainment industry. • Significant experience in conceptualizing, strategizing, and execution of programs, properties and events as standalone businesses and in partnership with other entities. • Strong ability to cultivate proactive relationships with all internal and external constituents. Outstanding leadership, interpersonal, team-building, motivation, consensus building, persuasion, and communication skills. • A proven ability to navigate successfully through complex relationships and organizations. • Seasoned professional with a track record of managing multiple and complex departments with significant staffing. • An ability to appreciate and apply professional experience within a not-for-profit organization. • A leader with high humility and of the highest integrity • He/she will be socially and politically savvy, calm and controlled in style, and able to bring people together toward a common goal. • A leader with energy and strong work ethic, a “can-do” attitude, and a passion for and understanding of the tennis industry. • An effective communicator and fair-minded listener. • As a condition of employment, all USTA employees must be fully vaccinated against COVID-19. Individual requests for medical or religious exemptions to the immunization mandate will be considered by USTA and must be submitted to Human Resources. • This position is designated as "hybrid/flex" and may allow for both remote and on-site work. Any such position must meet the current USTA hybrid/flex requirements as updated from time to time. Please consult HR for the most current policy.
Description Updated	<p>Nov 2021</p>

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Reviewed By

Chairman of the Board and President; First Vice President; Secretary-Treasurer; Chief Administrative Officer and General Counsel