



TITLE:

Associate Executive Director (AED)

REPORTS TO:

Executive Director and CEO

ABOUT USTA EASTERN & PURPOSE OF POSITION:

USTA Eastern is one of 17 geographic sections of the United State Tennis Association (USTA), the governing body for tennis in the US. It is an independently incorporated not-for-profit organization governed by a board of directors, headquartered in White Plains, NY.

USTA Eastern's mission is to promote and develop the growth of tennis through the Eastern Section which includes New York State, part of Northern New Jersey and Greenwich, CT.

USTA Eastern is seeking an Associate Executive Director who will assist the current Executive Director & CEO in all areas of USTA Eastern's management and operations. The Associate Executive Director is a new position intended as a key element of USTA Eastern's succession planning.

The Associate Executive Director position is a C-Suite position and a successful candidate will have a background that demonstrates sophisticated leadership, community building, strategic planning and problem solving abilities.

RESPONSIBILITIES (including but not limited to):

- Assist current Executive Director & CEO with:
 - Oversight and management of staff of 20+ and of all departments including Administration, Finance, Marketing and Communications, Diversity and Inclusion, Community Tennis and Competitive Tennis.
 - Short-term and long-term strategic planning to determine, evaluate and measure Section financial and program goals
 - Financial management and budget forecasting
 - Interacting with the Board of Directors
 - Representing Eastern at in-person and virtual Sectional and National meetings and conferences
 - Ensuring compliance with NY State laws, not-for-profit governance laws, USTA By-laws and Regulations, relevant labor laws, insurance requirements, etc.

SKILLS/QUALIFICATIONS:

- Ability to both lead and collaborate in a positive and inclusive atmosphere is critical
- Proven ability to successfully manage and engage staff of 20+
- Familiarity with sports management or sports administration (tennis-specific experience a plus)
- Experience in not-for-profit governance
- Excellent communication skills – written, verbal, in-person & remote; ability to present and engage individuals and audiences
- Political and inter-personal savvy
- A solid understanding of revenue drivers and expense control levers
- Masters Degree or experiential equivalent
- Knowledge of or familiarity with USTA's governance structures, policies, practices and priorities is desirable
- Ability to handle confidential and sensitive information with integrity and discretion
- All USTA Eastern employees must be fully vaccinated against COVID-19. USTA Eastern will make all reasonable accommodations for new hires with a valid medical or religious reason not to be vaccinated.

WORKING CONDITIONS: USTA Eastern is currently operating on a hybrid in-office/work from home arrangement. The desired candidate will have a flexible approach, understanding that much of the work of the Section is achieved not in the office, but in the communities we serve.

TRAVEL REQUIREMENTS: This position requires approximately 30-40% travel throughout the six USTA Eastern regions, and to national meetings and events outside of the Eastern section.

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.

HOW TO APPLY:

Interested candidates must submit a cover letter and resume (or curriculum vitae) to AEDSearch@eastern.usta.com.

Be sure to include information regarding the following:

- Your current and/or prior involvement in tennis
- Your connection to USTA specifically, if any
- Your approach to leading teams and/or community programs

Submissions will be considered on a rolling basis beginning on September 1, 2022. Only candidates who are selected for the next stage of the hiring process will be contacted directly.

This email inbox should only be used by candidates to submit the requested materials