



**USTA Texas**  
P.O. Box 302497  
Austin, TX 78703  
512.443.1334  
usta.com

## Executive Director

**Job Location:** Austin, Texas

The USTA Texas (“Organization”) office is located in Austin, TX and is a not-for-profit volunteer organization devoted to promoting and developing the growth of tennis in Texas. Since 1895, USTA Texas has been a section of the United States Tennis Association, the governing body of tennis in America. USTA Texas is the third largest of the sections and features a number of tennis programs for juniors, adults and seniors at the beginning, recreational, and competitive levels.

As an employer, the USTA Texas offers a vibrant work environment and an inclusive workplace culture that promotes a healthy work-life balance. The benefits package includes full health, dental, life and disability insurance as well as voluntary benefits, a minimum of 10 official holidays, a comp time program, immediate leave accrual, and 401K contributions.

USTA Texas is committed to developing an inclusive work environment made up of individuals of diverse backgrounds and cultures. USTA Texas is an equal opportunity employer and welcomes applicants without regard to age, race, color, sex (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military status, genetic information, sexual orientation, or gender identity and/or expression. The organization is especially interested in applications from qualified candidates who would contribute to the diversity of all programs.

USTA Texas Home Page: <http://www.usta.com/texas>

### Job Summary

The primary focus of the Executive Director (ED) is to uphold the mission of the USTA in promoting and developing the growth of tennis within Texas. The Executive Director represents USTA Texas and its Core Values. The ED serves as USTA Texas’ primary organizer, facilitator, and representative to community leaders, community partners and the organization’s members.

### Primary Relationships

- Reports directly to the USTA Texas Board of Directors
- Works closely with the Management Committee and Board of Directors
- Works closely with the USTA Texas Tennis Foundation
- Works closely with Department Directors and staff members of USTA Texas
- Manages all staff positions and maintains the association’s office/real estate
- Maintains close working relationships with USTA Texas affiliates including, but not limited to, USTA National, USTA Sections, USTA Texas CTAs and NJTLs, ITF, NCAA, ITA and USOC and supports national and state initiatives
- Upholds good working relationships with all USTA Texas volunteers

### **Principle Accountabilities**

- Responsible for overseeing USTA Texas day-to-day operations, administration, programs and strategic priorities, as well as ensuring USTA Texas financial integrity and maintaining compliance with all applicable laws and statutes
- Maintain regular, effective communications with the President and Board of Directors
- Prepare for, attend and participate at Management Committee and Board meetings unless excused by the President
- Assist the Board in developing policy
- Lead the development and implementation of the short and long range goals and objectives for operations and functions of USTA Texas
- Oversee the budget process and provide financial reporting and staff support for officers, directors and committees in meeting USTA Texas goals
- Regularly evaluate the success of the organization in reaching its goals
- Create an environment that promotes great performance and positive morale
- Build a diverse, equitable, and inclusive culture
- Ensure that notice is given to the general membership of meetings and other USTA Texas activities
- Attend meetings as deemed necessary by the Management Committee including, but not limited to, webinars, quarterly calls, etc., presented by USTA National and USTA Texas. Report critical information received in this attendance to the Management Committee
- Initiate or oversee fundraising, marketing, community outreach and any other duties assigned by the President, Management Committee and/or Board of Directors
- Oversee USTA Texas programs including tournaments, leagues, junior programs, and all things USTA Texas and ensure that all programs are conducted in an effective and professional manner
- Represent the organization at important business functions, community events, industry training and events, and networking opportunities
- Focus on consensus building efforts
- Oversee promotion of tennis opportunities in multicultural and diverse populations
- Communicate effectively with the Management Committee and Board of Directors, providing, in a timely and accurate manner, all information needed to make informed decisions
- Provide staff liaison support to USTA Texas committees
- Assist in the succession of board members annually, support the board orientation and the work of committees, as requested
- Oversee and assist in preparation of all grant applications
- Work in a positive and cooperative manner with all USTA Texas staff, USTA National staff, and volunteers

### **Minimum Qualifications**

- Bachelor's Degree from an accredited college or university, or equivalent work experience
- 10+ years of experience in a supervisory/leadership role
- 5+ years of experience managing multiple staff members simultaneously
- Computer literacy with preferred knowledge in Google Suite, Microsoft Office, accounting and payroll practices and data management software

### **Preferred Qualifications**

- Master's degree from an accredited college or university, or equivalent work experience
- Experience in IT/Business infrastructure
- Experience working with USTA National or Sections, USTA Texas, CTAs, USPTA, PTR, Tennis Facilities
- Background with staff and volunteer management

- Experience working with non-profit, volunteer-based organizations
- Experience engaging with diverse populations
- Experience organizing, managing and directing large participation events
- Proven fundraising experience

**Knowledge, Skills and Abilities**

- Strong written and oral communication skills
- Team first mentality and ability to build successful teams
- Self-motivated and strong initiative to create and expand job role and work independently
- Excellent organizational skills
- Willingness and ability to represent USTA Texas in the community
- Ability to work well with staff and volunteers

**Salary**

- Commensurate with education and experience

**Application Open Date**

- February 25, 2026

**Application Close Date**

- March 25, 2026

To apply, please send cover letter/letter of application, resume, and list of 3 references (including contact information), and on a case by case basis additional information may be requested, to the following email address: [laralehmann@sbcglobal.net](mailto:laralehmann@sbcglobal.net)