

Director of Community Development and Schools

Community Development – USTA Alabama Office (hybrid – 3 days in the office, 2 days work from home)

Director of Community Development and Schools

The purpose of this position is to oversee and serve as the staff liaison for Community Tennis Associations (CTA's), National Jr Tennis & Learning (NJTL) Chapters, and to oversee grants for the association. The position will also be the USTA Alabama Staff's Diversity, Equity, & Inclusion liaison, as well as serving as the Director of the USTA Schools Program.

Objectives:

- Serve as a staff lead for fostering and building Community Tennis Associations in the state, which are volunteer led organizations that exist to promote & develop tennis on the local level.
- Staff liaison for National Junior Tennis & Learning (NJTL) Chapters, growing the number of chapters and servicing the existing chapters.
- Serve as the Director of the USTA Schools Program, the initiative to introduce tennis to children in school programs (PE) and after school programs.
- Oversee and serve as the USTA Alabama's contact for several of the association's grant programs.
- Staff lead for the overall efforts to improve Diversity, Equity, & Inclusion for all aspects of tennis in the state.

The following are examples of essential position duties:

- Aid CTA's in promoting the game, volunteer development, use of funding, running USTA programs, hosting a CTA Workshop, and serving in a compliance role for CTA's that apply for USTA grants.
- Serve as a resource for existing NJTL's to update them on the latest USTA programming and education offerings, fostering new NJTL's and tennis programs that impact diverse tennis participation
- Serve as the staff lead for the oversight and promotion of USTA Alabama grant programs such as the Facilities Grant, the Diversity Grant, CTA Promotions Grant, and a resource for organizations looking for USTA National or Section grants
- Oversee USTA Schools Program, which primarily aims to train PE teachers on how to teach tennis in the classroom, and giving them opportunities to access curriculum and equipment packages
- Serve as the staff liaison for USTA Alabama Committees such as the Diversity Committee and the Community Development Committee
- Staff liaison for identifying and implementing strategies that will positively impact Diversity & Inclusion at all levels of the organization, and working with USTA Section offices on the latest strategic goals
- Serve as a resource for the development of tennis in all communities in the state, seeking to build relationships with Parks & Rec Agencies, municipalities, and any other potential industry partners
- Serve as a staff resource and advocate for the construction and improvement of tennis facilities across the state
- Adhere to USTA Alabama's Code of Conduct, policies and procedures
- Attend the USTA Alabama, Southern and National Meetings when applicable
- Travel across Alabama as necessary for meetings and events
- Assist with weekend Leagues/JTT/Special events/tournaments as assigned
- Compliance of USTA Safe Play policies, background screening & USOC Safe Sport training

The following are essential position qualifications:

- Bachelor's degree or extensive work experience in field
- Highly motivated. Self-starter. Goal oriented. Results driven
- Excellent customer service skills
- Excellent organizational and time management skills
- Excellent relationship management skills
- Excellent communication skills: Verbal, written, presentation
- Strategy and business planning

- Technology skills (Microsoft Office: Outlook, Word, Excel, PowerPoint)
- Reporting and program measurement and evaluation
- Ability to work with multiple stakeholders, internally and externally
- Passion to grow the game of tennis. Familiarity with tennis

Working Conditions

- Direct report to the Executive Director
- Hours of Work: Office hours are Monday through Friday, 8:00 AM to 4:00 PM but requires hours outside of the core business hours.
- Work Environment: While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to move around while offsite; use hands to finger and reach with hands and arms. The position requires the lifting (of up to 15 pounds) at times. Currently, in-office positions operate in a hybrid office/home setting which allows flexibility to work from home 1-2 times per week, and in the office 3 days per week, contingent on Executive Director approval. Hybrid schedule is subject to change in the future. Occasionally attends events and may be exposed to outside weather.
- Travel Requirements: The position requires travel including but not limited to meetings, workshops and other USTA-related events as requested.
- FLSA Status: Full-Time Exempt

Workplace Policies and Agreements

- USTA Alabama is dedicated to providing equal employment opportunities for all individuals, regardless of age, disability, national origin, race, color, religion, sex, sexual orientation, gender, gender identity, or expression, pregnancy, veteran status, marital status, family status, alienage or citizenship status, creed, genetic information, or any other status protected by applicable federal, state, or local law.
- USTA Alabama is an at-will employer and complies with applicable state laws as required.
- This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
- Compensation - \$45,000 - \$55,000 (DOE)
- To apply for the position, please submit resume, cover letter to Jerrie Burns at jerriec@alabamata.com Only qualified applicants will be contacted. The position will remain open until it is filled.