



JOB OPENING!!!

WATA EXECUTIVE DIRECTOR

For questions, email: wata@sbcglobal.net

Executive Director – Western Arkansas Tennis Association (WATA)

Western Arkansas Tennis Association seeks a highly motivated, energetic, and knowledgeable individual to serve as the Association's Executive Director. The mission of WATA is to promote and grow the game of tennis in western Arkansas. The primary responsibilities of the Executive Director include:

- Implementation and administration of all USTA programs in western Arkansas, including USTA League Tennis; adult competition, sanctioned tournaments and rankings (adult and juniors); junior team tennis (JTT), Play Days; Kids Tennis Clubs; USTA Schools programs; 10 Under programs; training of staff
- Day-to-day management of the business affairs of the WATA including budget preparation, fiscal duties, reporting to WATA Board of Directors; grant distribution and oversight; IRS and State of Arkansas tax reporting requirements.
- Securing sponsorships for WATA programs in ARKANSAS and collaborate fundraising for Oh, WATA Night annual fundraiser including acknowledging all sponsors.
- Building positive relationships and support with public and private tennis facilities in Western Arkansas, teaching professionals and

instructors, Parks and Recreation programs, schools, Arkansas Tennis Association and surrounding CTA's in Arkansas, and players.

- Communication with Western Arkansas tennis community through maintenance of the WATA website, distribution of e-blasts, and E-newsletter.
- Statewide travel to ATA state Board meetings and trainings , USTA Tennis Development workshop yearly, events, meetings with CTA's, P&R, schools, Annual meeting and trainings as required
- Oversee and provide support to the Director of Tennis, Adult League Coordinators and JTT Coordinator
- Reconcile and deposit weekly sales at Creekmore and Ben Geren Tennis Centers
- Pay staff and tennis professionals

Skills: Strong interpersonal skills; oral and written communications skills; organizational and time management skills; computer skills including databases, QuickBooks, excel, word processing and publishing, email; creativity; analytical, planning, coordination, and goal setting skills.

Qualifications: member of USTA, college degree or equivalent experience, general knowledge of the Rules of Tennis, knowledge and understanding of volunteer program organization and administration.

Supervision: Western Arkansas Tennis Association Board of Directors

Compensation: This is a part time independent contractor position. Stipend is on experience and qualifications.