

## **JOB ANNOUNCEMENT**

### **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:

- Oversight 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; USTA Schools programs; 10 Under programs; training of staff
- Day-to-day management of the business affairs of WATA including budget preparation, fiscal duties, reporting to WATA Board of Directors; paying monthly sales tax.
- Write and prepare grants
- Collaborate with the board and Tennis Director to secure sponsorships, including acknowledging all sponsors.
- Maintain an up to date database for WATA members
- Building positive relationships between WATA and 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.
- Communicate with the Western Arkansas tennis community through maintenance of the WATA website and Facebook page and distribution of emails.
- Statewide travel to biannual ATA board meetings in Little Rock and the yearly USTA Tennis Development workshop
- 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 and hire pro shop staff as needed.

**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 United States Tennis Association, 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 depends on experience and qualifications.

For more information, contact Ralph Sattazahn by email at [WATA@SBCGLOBAL.NET](mailto:WATA@SBCGLOBAL.NET). Please send a letter of interest and resume electronically to the email address above.