



Dallas Tennis Association (DTA), a 501(c)(3) non-profit, provides opportunities to improve the mental and physical well-being of our community through education and the sport of tennis, with USTA -- Leagues, Tournaments, Junior Team Tennis, and our Education Academy for under-resourced youth.

The Executive Director leads the DTA in its mission by overseeing all programs, finances, fundraising, marketing, and Staff to achieve goals, reporting to the Board of Directors' President. Responsibilities include:

Program Growth

- Lead the development and execution of Operations and Strategic Plans
- Develop goals and initiatives with Staff to guide DTA's program expansion
- Understand community needs and collaborate with partners for solutions and opportunities
- Manage a \$1MM budget with Staff and Board Committee including planning, reporting, and forecasting
- Ensure compliance with regulations, policies, contracts, grants, and donor intent

Fund Development and Community Relations

- Develop and lead the execution of plans for reaching fundraising goals
- Build solid donor and sponsor relationships, collaborating with Board and Staff
- Establish strong partnerships with Dallas-area Parks Departments, schools, and tennis facilities

Staff Leadership, Board Relations, and Culture

- Encourage a collaborative culture with Staff, Board, and Volunteers to forward the mission
- Coach seven Staff members for optimal outcomes and professional development
- Inform the Board on DTA's operations, finances, and Staff, and engage as needed to reach goals

Qualifications/Skills/Experience:

- Bachelor's degree at minimum
- 10 or more years' experience leading and managing successful teams and programs
- Experience meeting fundraising goals and building donor relationships, ideally in North Texas
- Strong written and oral communication and listening skills
- Demonstrated initiative, problem-solving, and follow-through
- Well-developed financial, business planning, operational, and computer acumen
- Strong interpersonal and collaboration skills
- Involvement in programs for the under-served and tennis programs

Competitive salary commensurate with experience. DTA is an equal opportunity employer. See more at www.dta.org. Please email resume and cover letter to maryjonesconsulting@gmail.com by March 24, 2023. Thank you!

WE SERVE. EVERYONE WINS.