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Tennis Alberta Executive Director – Position Description

Tennis Alberta (“TA”) is the provincial not-for-profit provincial governing body for the sport of tennis in Alberta. In partnership with Tennis Canada, regional and local tennis associations, and sponsors and donors, TA strives to engage with the community to advance opportunities for players of all ages and abilities and to grow interest and participation in the sport throughout the Province of Alberta.

Tennis Alberta’s goal is to provide Albertans with the opportunity to pursue tennis as the sport of a lifetime for participants of all ages and abilities by developing and delivering:

- High quality & accessible programming
- Respected competitive structures
- Opportunities to increase the popularity and perceived value of tennis within Alberta

Tennis Alberta is responsible for INSPIRING, PROMOTING, and DELIVERING quality opportunities for participation in tennis in Alberta.

Position Overview

Tennis Alberta is looking for an Executive Director with excellent leadership and relationship building skills who also has knowledge and experience with sport administration and fiscal management. The selected individual will be responsible for the leadership and management of the association according to the priorities set by the Board of Directors.

The successful candidate for the Executive Director (“ED”) position is a relationship builder, a communicator and a leader. As an advocate for tennis in the province, the ED represents TA by building strong relationships with the membership, government, external stakeholders, and partners to ensure that TA has a significant voice for tennis and sport in Alberta. Tennis Alberta offices are located at the Percy Page Centre in Edmonton, but the successful candidate does not necessarily need to reside in Edmonton.

Accountability and Authority

The ED reports directly to the TA Board of Directors and has responsibility for providing overall management of the organization, as well as leadership and oversight of TA's staff. The ED will be accountable to the Board for the implementation of decisions made by the Board and will be evaluated against a set of agreed key objectives and performance indicators.

Primary Duties

The Executive Director will oversee initiatives, communications and public relations, financial management, and other general duties as directed by the Board and will keep the Board apprised of the ED's activities and matters impacting tennis in Alberta.

Strategic Initiatives

- Lead the review and implementation of the TA strategic plan and interact with partners to ensure strategic alignment.
- Work with public and private partners to ensure a diversified and sustainable financial model, ensure accountability and transparency for all funds raised and spent, meet or exceed key performance indicators (KPI's) and report back to funders.
- Establish, maintain and/or enhance effective and transparent relationships with key internal and external stakeholders.
- Apply entrepreneurial expertise and creativity to develop programs and initiatives that maximize opportunities for revenue generation based on a self-sustaining business model.

Government Relations/ Lobbyist

- Develop and implement specific plans targeting issues that face our members and sport.
- Organize and facilitate meetings with key government staff and officials.
- Monitor emerging issues, policy/regulation changes and relevant funding envelopes.
- Provide strategic troubleshooting for TA Board.

Marketing and Communications

- On a day-to-day basis, manage the organization's communications, media relations, marketing, website and social media plans/strategies.

Financial Management

- Prepare, manage, and report against the annual operating budget.
- Report quarterly variances and re-forecast as necessary to ensure operational changes and revisions to service and program offerings can be accomplished within the funding capacity.
- Lead all fund development/sponsorship activities and deliver on established revenue targets.
- Authorize, as directed by the Board, the commitment of resources including agreements, contracts, etc., and ensure all major commitments, exposures, and risks are pre-approved by the Board and reported against as required.

Operations

- Develop, monitor, and implement the Board-approved annual business plan.
- Work with the Board to ensure effective personnel strategies and plans are in place for staff, volunteers, and other partners.
- Work with the Secretary and other committees to ensure that accurate and current information is available for Board deliberations.
- Manage and develop the organization's staff, ensuring each employee has annual objectives, KPI's and regular performance reviews.
- Report all matters requiring input, consultation or approval to the Board.

General Duties

- Implement best practices and technologies for the organization and work closely with the technical, management, and administrative staff to deliver the exemplary programs and services required to fulfill the values and mandate of the organization.
- Ensure all aspects of TA's activities are developed and implemented in a manner consistent with its values of inclusivity, diversity, community development, fiscal responsibility, and innovative leadership, and that they adhere to the highest standards of ethical conduct.
- Build a culture of excellence and professionalism in the delivery of programs and services for athletes, coaches, parents, officials, volunteers and other key stakeholders.
- Actively participate in TA Board meetings and ensure appropriate and timely implementation to implementation of Board policies and directives.

Education, Experience and Skills

- Experience managing a not-for-profit organization and a thorough knowledge of governance practices and management principles including proven experience working with volunteers.
- Knowledge of:
 - provincial and national sport systems;
 - the role provincial and federal governments play with provincial sport organizations, major games and events;
 - national and international sport organizations.
- Knowledge of both recreational and high-performance sport environments, with a priority given to tennis, including the role sport plays in the health agenda of the provincial government.
- An undergraduate and/or graduate degree in a related field such as Physical Education or Sport Administration and a minimum of five years of experience in a management or leadership position, or an equivalent combination of related education and experience.

Personal Characteristics

- **Strategic Thinker** - Demonstrates an understanding of the link between his/her job responsibilities and the overall organizational goals and needs, and performs the job with these broader goals in mind; develops and implements a functional plan to achieve the organizational strategic direction.
- **Management & Leadership** - Displays the ability to integrate Board direction, manage organizational finances and develop an excellent team environment. The ED's integrity will enable partners, Board members and staff to have confidence in his/her leadership through effective decision-making.
- **Relationship Builder & Political Acumen** - Diplomacy and tactfulness in dealing with politically and/or culturally sensitive issues, both internal and external. Can identify and navigate political implication of decisions and actions.
- **Communication** - Clearly presents written and verbal information. Communicates efficiently and effectively in both positive and negative circumstances.
- **Passion and Motivation** – Possesses a love of tennis and high motivation to go above and beyond in achieving the organization's goals. A demonstrated passion or experience in not for profit work that may include organizing tennis events or leadership of other not for profit projects would be beneficial.

Hours, Nature of Work and Compensation

This is a full-time, salaried position with great variability in the work schedule, including evenings, weekends and some travel requirements to conferences, meetings and events.

The successful candidate will be required to provide his or her own reliable transportation and will be reimbursed for related expenses including meals, parking and supplies as per Tennis Alberta's expense policies.

Salary will be negotiated depending on experience and qualifications.

To apply, please send a resume and cover letter to president@tennisalberta.com by February 15, 2021.