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## EXECUTIVE DIRECTOR

### Tennis Alberta

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, sponsors and donors, TA strives to engage with the community to advance opportunities for players of all ages and abilities and to grow the 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.

### Job Title

Executive Director

### What is the Opportunity

The Executive Director is responsible for effectively leading, managing and conducting the affairs of Tennis Alberta in accordance with the Association's mission, by-laws, policies, and procedures, and in keeping with the Board of Directors' strategic priorities and approved directions.

### What You Will Do

- Effective leadership of 2 Full-time employees plus seasonal employees based on needs and opportunities.
- Develop a strategic vision for TA that can most effectively advance the sport of tennis and the mandate of the Association.
- Develop an annual operating plan and budget that achieves the strategic objectives, including relevant key performance indicators.
- Develop and implement operational objectives.

- Create and sustain a positive and supportive work culture with your team, Tennis Canada and the board.
- Develop and recommend a risk management framework relating to all aspects of the Association's business and operations.
- As Executive Director reporting to the board, you will be expected to report on the operations, budget and execution of strategic goals.
- Provide expert advice and guidance on relevant matters.
- Lead the planning for and the delivery of the Association's Annual General Meeting
- Establish and maintain effective relationships with Tennis Alberta stakeholders, including Tennis Canada, other Provincial Tennis Associations, Provincial and Municipal Government Officials, current and potential sponsors, member clubs, players, and regional associations.
- Meet with the membership, formally and informally, to promote the image of the Association and to elicit member input.
- Identify potential income and funding sources that enable TA to deliver its mandate and strategic objectives.
- Ensure TA complies with all Provincial and Federal rules and regulations and achieves a clean financial audit.

## **Who You Are**

- Have a minimum of 5 years sports management experience.
- Possess strong leadership and organizational skills including experience managing a financially independent business.
- Experience in developing and implementing tennis (or similar) initiatives and activities designed to promote sport for a similar cause-driven association.
- Have experience leading a not-for-profit organization and working with a volunteer Board of Directors.
- Possess an ability to motivate and work well with staff, directors, sponsors, government officials, community stakeholders (including association members) and volunteers.
- Have a thorough understanding of fundraising in the not-for-profit sector and experience in the grant writing and application process.
- A passion for tennis.
- Reside in Alberta.
- Valid driver's license and willingness to travel, mainly within the province.

### **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.

### **How to Apply**

To apply, please send your resume and a brief cover letter outlining your interest in the position to [president@tennisalberta.com](mailto:president@tennisalberta.com) by February 16, 2024.