

2026 Position Description

Title:	CEO/Executive Director
Reports to:	USTA SC Board of Directors
Status:	Full Time
FLSA:	Exempt
Work Location:	South Carolina
	Compensation will be commensurate with experience and qualifications

Job Summary

The Chief Executive Officer (CEO) is the strategic and operational leader of USTA South Carolina, responsible for advancing the mission of growing tennis across the state.

The CEO represents USTA South Carolina as its primary leader, strategist, and external ambassador, while ensuring strong internal execution of programs, services, and organizational priorities.

This role works in partnership with the Board of Directors to shape strategic direction but holds primary authority for day-to-day operational decisions, staff leadership, financial management, and execution of approved strategies.

The CEO ensures that stakeholders across the tennis ecosystem, including parks and recreation agencies, community leaders, tennis providers, volunteers, and partner organizations, are supported with the resources, systems, and guidance needed to grow the game effectively and sustainably.

Primary Relationships

- Reports directly to the USTA South Carolina Board of Directors
- Works closely with the President, Executive Committee, and Board leadership
- Directly manages all USTA South Carolina staff
- Maintains strong working relationships with:
 - USTA National and USTA Southern staff
 - Community leaders and public sector partners
 - Parks & Recreation agencies and facility providers
 - CTAs, league coordinators, volunteers, and tennis providers
- Serves as primary organizational liaison for statewide and national tennis initiatives

Principle Accountabilities

Strategic Leadership & Organizational Execution

Drive measurable growth in participation, access, and community impact through execution of strategic priorities

- Lead execution of USTA South Carolina's strategic priorities:
 - Parks & Recreation programming activation
 - Coaching pipeline development and placement
 - School-based tennis growth initiatives
 - Facility development, infrastructure, and advocacy efforts
- Translate Board-approved strategy into operational plans and measurable outcomes

- Evaluate organizational effectiveness and adjust execution strategies as needed
- Establish and monitor key performance indicators (KPIs) to measure participation growth, program effectiveness, and organizational impact
- Ensure alignment between staff execution, program delivery, and mission impact

Advocacy & External Affairs

- Lead statewide advocacy efforts to advance tennis access, facility development, and community investment
- Build relationships with municipal leaders, public agencies, and funding partners
- Position USTA South Carolina as a key voice in community recreation and sports development

Organizational Leadership & Staff Management

- Lead, develop, and manage a statewide staff team
- Foster a high-performing, collaborative culture that prioritizes accountability, professional growth, and employee engagement
- Ensure staff are equipped with the tools, training, and direction needed to execute effectively
- Oversee organizational structure, staffing alignment, and performance management
- Prioritize leadership development and succession planning for key roles
- Provide oversight and resolution support for escalated stakeholder concerns
- Maintain discretion and judgment in handling complex or high-impact matters
- Support a structured escalation pathway that empowers staff while ensuring executive oversight where needed

Financial Stewardship & Operational Oversight

- Develop and manage annual operating budget
- Ensure financial integrity, accountability, and alignment with strategic priorities
- Oversee organizational operations, systems, and administrative functions
- Implement and oversee systems, data, and reporting processes to support operational efficiency and informed decision-making
- Identify and support revenue opportunities including grants, sponsorships, and partnerships
- Ensure compliance with all applicable organizational, legal, and nonprofit standards

Governance & Board Partnership

- Maintain consistent and transparent communication with the Board of Directors
- Partner with the Board to inform strategic direction and long-range planning
- Provide timely, accurate reporting to support governance and oversight responsibilities
- Prepare for and participate in Board and assigned committee meetings
- Support Board effectiveness, orientation, and succession planning

USTA Alignment & Representation

- Maintain strong alignment with USTA National and USTA Southern priorities
- Represent USTA South Carolina in sectional and national meetings as appropriate
- Communicate relevant national and sectional updates to staff and Board
- Ensure statewide programs reflect broader USTA initiatives while meeting local needs

Event Presence & Representation

- Attend select key events, championships, and statewide initiatives as a representative of the organization
- Serve as a visible leader in strategically important settings that support stakeholder relationships and organizational priorities
- Empower staff to lead day-to-day event execution and program delivery

Qualifications

Minimum Qualifications

- Bachelor's degree from an accredited institution or equivalent experience
- 10+ years of progressive leadership experience
- 5+ years managing teams and organizational operations
- Demonstrated experience working with boards, volunteers, and external stakeholders
- Experience overseeing budgets and organizational financial management

Preferred Qualifications

- Experience in nonprofit leadership, sports administration, or community development
- Familiarity with USTA programs, tennis organizations, or similar membership-based systems
- Experience building and sustaining a positive organizational culture and employee engagement
- Experience in fundraising, sponsorship development, or grant management
- Experience working with public agencies or facility-based programming

Knowledge, Skills & Abilities

- Strong executive leadership and decision-making ability
- Ability to balance strategic vision with operational execution
- Excellent communication and relationship-building skills
- Strong financial and organizational management capability
- Ability to lead through influence across volunteers, staff, and external partners
- Commitment to inclusive programming and expanding access to tennis statewide
- Ability to travel regularly throughout South Carolina and periodically for sectional/national meetings

Leadership Profile

- Strategic, relationship-driven leader who can translate vision into execution
- Strong communicator with the ability to build trust across diverse stakeholders
- Results-oriented with a focus on measurable impact and long-term sustainability

Work Environment

USTA SC is a hybrid workplace that mixes in-office and remote work to offer flexibility and support to employees. This designation is determined by USTA SC in coordination with your supervisor. At times this position will be offsite at meetings, events, workshops, and championships.

Travel

This position requires travel to include but not limited to championship events, meetings, and workshops with some requirement of overnight travel. This position requires a valid driver's license.