

Executive Director

Tennis Newfoundland & Labrador (TNL)

TNL serves as the provincial organization that provides programming and leadership to grow the sport of tennis throughout Newfoundland & Labrador. The organization has established a strong relationship with the national sport organization (NSO), Tennis Canada, which has helped advance the mutual goals of increasing participation and striving for excellence within all levels of the game. TNL is led by a volunteer board of directors and operates in collaboration with the member clubs throughout the province. The provincial training center (PTC) is located in St. John's, NL at SJTA's Green Belt Tennis Club.

Position Overview

The Executive Director (ED) is a full-time employee who reports to the Board of Directors and has responsibility for providing overall leadership and vision for TNL's Technical Director (TD) as well as for the provincial tennis sector as a whole. The ED is a relationship builder, a visionary, a communicator, and a leader, responsible for the overall management of the organization. As an advocate for tennis in NL, the ED represents TNL by building strong relationships with the member clubs, all 3 levels of government, external stakeholders, and partners to ensure TNL has a significant voice for tennis in the province.

Priorities

- Financial management
- Programs (grassroots junior lessons, Rookie Tour events, High Performance program for competitive juniors, school clinics, wheelchair clinics and leagues, etc.)
- Tournaments (provincial, regional)
- Officiating (course organization and offering, recruitment of potential candidates, maintenance of database)
- Funding (grant application preparation and submission, identifying new sources)
- Promotion and marketing of TNL initiatives through social media

Primary Responsibilities

1. PLAYER DEVELOPMENT

- Apply entrepreneurial expertise and creativity to develop programs and initiatives, in collaboration with member clubs, that maximize opportunities for revenue generation based on a self-sustaining business model.
- Identify, recruit, and retain players of all ages within TNL programs in coordination with the TNL TD.
- Organize funding opportunities and assist the TD in the selection process for TNL's teams at the NL Summer Games and Canada Summer Games.

2. PARTNERSHIP/COMMITTEES

- Lead the review and implementation of the TNL Strategic Plan, and interact with local, regional and national partners to ensure strategic alignment.
- Work with public and private partners to ensure a diversified and sustainable financial model, provide accountability for the funds by ensuring the return on investment meets or exceeds expected financial and social Key Performance Indicators (KPIs), and report back to funders.
- Establish, maintain and/or enhance effective, efficient, and transparent relationships with key internal and external stakeholders. This will include attendance at all priority provincial, regional, and national meetings (eg. Canada Games facility meetings, Tennis Canada COP and ED meetings, etc.) as well as the organization and attendance at annual summer site visits to member clubs province-wide.
- Work in collaboration with the SJTA General Manager and TNL TD to create, promote, and evaluate programming at the PTC.

3. EVENTS/TOURNAMENTS

- Implement best practices and technologies for the organization and work closely with the coaching staff to create and deliver the exemplary accessible programs, tournaments, events, and services required to fulfill the values and mandate of the organization.
- Organize and assist the TD in supervision of provincial sanctioned tournaments for juniors and adults including the use of Tennis Canada designated software for the registration of participants, creation and updating of the tournament draws, and daily match scheduling.
- Organize officiating courses and maintain records of qualified tennis officials in NL.
- Ensure accurate updated ranking information for the province's competitive players.
- In collaboration with the member clubs, evaluate and modify programming to suit the identified needs of stakeholders and participants.

4. ADMINISTRATION

- Prepare, manage, and report against the annual operating budget; determine appropriate financial metrics for performance measurement. Report intra-year variances and re-forecast as necessary to ensure operational changes and revisions to service/program offerings.
- Pursue and apply for local, provincial, and federal grant or funding opportunities on behalf of TNL. Lead fund development activities and deliver on established revenue targets.

- Authorize, as directed by the Board, the commitment of resources including agreements, contracts, licenses etc.
- Develop, lead, and manage the organization's communications, media relations, marketing, website and social media plans/strategies - acting as a spokesperson to maximize positive exposure.
- Actively participate in TNL Board meetings, take and distribute meeting minutes (or delegate to other staff), and ensure appropriate and timely staff follow-up to implement Board policies.
- Coordinate work-related travel arrangements for both the TD and ED.

5. KEY PERFORMANCE INDICATORS (KPI)

- Develop, in conjunction with the Board, short- and long-term program, service, and facility/infrastructure strategies, which will form specific KPI, by conducting needs, growth and evaluation assessments; determine planning frameworks and liaise with stakeholders.
- Prepare reports to ensure effectiveness of the organization through the development of and measurement against KPIs.
- Examples of KPI include: number of registered junior players in TNL programs, number of registered coaches in NL, and number of schools in which TNL programs are delivered.

The Person

Ideal Education, Experience and Skills:

- An undergraduate and/or graduate degree and experience in a management or leadership position, or an equivalent combination of related education and experience is an asset.
- Knowledge of both recreational and high performance sport environments, with a priority given to tennis, including the role sports plays in the health agenda of the provincial government.
- Experience managing an organization, department or division, and a thorough knowledge of not-for-profit management principles and governance practices, including proven experience working with volunteers is an asset.
- Knowledge of
 - provincial and national sport systems
 - the role provincial and federal governments play with provincial sports organizations, major games and events
 - provincial, national and international sport organizations.

TNL core values are *Leadership, Integrity, Excellence, Team Work and Innovation*. The ideal Executive Director candidate will share these values and have strong skills in the areas of strategic planning, management, political acumen, and communications.

Salary commensurate with experience.

Please contact anitap012@gmail.com for further inquiries.