



Job Title	Director of Community Development
Reports To	Executive Director
Work Schedule/Hours	Monday-Friday, 9:00am-5:00pm
FLSA Status	Non-Exempt
Job Type	Full Time

**Overview:**

*The purpose of this position is to oversee and serve as the staff liaison for Community Tennis Associations (CTA's), National Jr Tennis & Learning (NJTL) Chapters, and to oversee grants for the association. The position will also be the MTA Staff's Diversity, Equity, & Inclusion liaison, as well as serving as the Director of the USTA Schools Program.*

**Objectives:**

- Serve as a staff lead for fostering and building Community Tennis Associations in the state, which are volunteer led organizations that exist to promote & develop tennis on the local level.
- Staff liaison for National Junior Tennis & Learning (NJTL) Chapters, growing the number of chapters and servicing the existing chapters.
- Serve as the Director of the USTA Schools Program, the initiative to introduce tennis to children in school programs (PE) and after school programs.
- Oversee and serve as the MTA's contact for several of the association's grant programs.
- Staff lead for the overall efforts to improve Diversity, Equity, & Inclusion for all aspects of tennis in the state.

**Summary of Responsibilities**

- Aid CTA's in promoting the game, volunteer development, use of funding, running USTA programs, hosting a CTA Workshop, and serving in a compliance role for CTA's that apply for USTA grants.
- Serve as resource for existing NJTL's to update them on the latest USTA programming and education offerings, fostering new NJTL's and tennis programs that impact diverse tennis participation
- Serve as the staff lead for the oversight and promotion of MTA grant programs such as the Facilities Grant, the Diversity Grant, CTA Promotions Grant, and a resource for organizations looking for USTA National or Section grants
- Oversee USTA Schools Program, which primarily aims to train PE teachers on how to teach tennis in the classroom, and giving them opportunities to access curriculum and equipment packages
- Serve as the staff liaison for MTA Committees such as the Diversity Committee and the Community Development Committee
- Staff liaison for identifying and implementing strategies that will positively impact Diversity & Inclusion at all levels of the organization, and working with USTA Section offices on the latest strategic goals
- Serve as a resource for the development of tennis in all communities in the state, seeking to build relationships with Parks & Rec Agencies, municipalities, and any other potential industry partners
- Serve as a staff resource and advocate for the construction and improvement of tennis facilities across the state
- Adhere to MTA's Code of Conduct, policies and procedures
- Attend the MTA, Southern and National Meetings when applicable
- Travel across Mississippi as necessary for meetings and events
- Assist with weekend League/JTT/Special events/tournaments as assigned

Please note that this position description is not intended to contain a comprehensive listing of duties and responsibilities required of the employee for this job. Mississippi Tennis Association reserves the right to change or assign other duties to the position at any time. To apply for the position, please submit resume, cover letter and salary expectations to Russell Dendy at russelld@mstennis.com Only qualified applicants will be contacted. The position will remain open until filled.