



Executive Leadership Opportunity

Title: Executive Director
Reports To: President and Chair of the Board of NJTL of Trenton (NJTLT)

General Description:

NJTLT provides tennis programming, educational enrichment, and mentoring opportunities to under-resourced youth in Trenton, New Jersey. The organization has a multi-decade history, operates two world-class youth tennis facilities in Trenton, and provides free services to nearly 3,000 participants every year. NJTLT works in partnership with the United States Tennis Association Foundation (USTAF), and is part of a network of hundreds of similar non-profit organizations throughout the country. NJTLT has consistently been rated by the USTAF as a 4-star provider, and the organization has originated key programs used nationally by other chapters.

NJTLT is seeking an Executive Director (ED) proud to preserve this tradition of excellence and leadership. An ideal candidate will be able to demonstrate a sophisticated understanding of non-profit organizations, and will have experience effectively executing a multi-pronged development plan and leading a group of diverse professionals. Work experience in under-resourced communities, with the ability to facilitate engagement among individuals and groups of various cultural and socio-economic backgrounds, is strongly preferred.

The ED is responsible for (i) implementing the strategic plan of the organization, (ii) serving as the chief evangelist of NJTLT, (iii) managing staff priorities and development, and (iv) supervising a development program meant to sustain existing programs and supporting strategic growth.

Implementing the Strategic Plan of the Organization

The ED will work closely with the Board of NJTLT to achieve the primary objectives of the strategic plan, including:

- Prioritizing NJTLT programs to align with declared short and long term objectives
- Maximizing the resources of the organization and managing within established budget constraints
- Providing the Board with regular written status reports
- Ensuring organizational focus and avoiding mission drift

Evangelizing the mission of NJTLT

The ED will serve as the chief evangelist of NJTLT in the greater Trenton area, by eloquently and relentlessly advocating on behalf of the organization in the following ways:

- Delivering consistent messaging through a communications strategy that spans traditional and new media platforms, which include the organization's website and social media presence
- Deepening existing and forging new relationships with corporate sponsors, the City of Trenton, the USTAF, and individual donors
- Overseeing the collection of key performance data, and presenting the impact of NJTLT programming with the

- resulting metrics
- Safeguarding the reputation of the organization with a commitment to exceptional standards of conduct

Staff management and development

NJTLT has over a dozen full and part time staff members responsible for programming, tennis instruction, operations, finance, teaching, and administration.

The ED must ensure that staff members are working harmoniously with one another, as well as with dozens of volunteers, with the following objectives:

- Reducing inefficiencies and duplication of efforts
- Creating achievable goals for team members, and providing formal performance evaluations
- Assessing the effectiveness of existing systems and guiding the development and implementation of written procedures to increase productivity
- Coordinating staff training on relevant topics related to service in urban communities
- Managing the development of existing staff, acquiring new talent, making recommendations to the board regarding compensation and incentive payments

Supervising Development Program

The ED is the guardian of each donor dollar, and it is the ED's responsibility to make choices that maximize the effectiveness of NJTLT's mission without sacrificing the integrity of the organization.

NJTLT is dependent on continuous fundraising, and the ED will be responsible for the following:

- Nurturing new opportunities for funding from both corporations and individuals
- Overseeing grant writing by staff members and contract grant writers
- Maintaining the success of existing events, such as the NJTLT annual Gala and Capital Cup tennis tournament
- Creatively expanding the roster of NJTLT fundraising activities

Expected Qualifications

- Bachelor's degree or higher
- Passion for improving the lives of under-resourced children, and the ability to develop strong working relationships with individuals and families from diverse backgrounds
- Demonstrated excellence in organizational and managerial skills
- Excellent interpersonal, written and verbal communications skills
- Knowledge of local non-profit sector and community strongly preferred
- Knowledge of tennis preferred

Salary and Benefits

- Commensurate with experience and highly competitive for non-profit organizations of similar size and scope

Application Instructions:

Please email tmajdanski@njtloftrenton.org a resume with cover letter explaining how your skills and attributes make you a strong candidate.

NJTLT website: www.njtloftrenton.org

USTAF website: www.ustafoundation.com/njtl_resources/