



Position Opening: Executive Director for The Riverside Clay Tennis Association, a Community-Based Outdoor Tennis Facility

About the Organization:

The Riverside Clay Tennis Association is a not-for-profit organization charged with the maintenance and operation of the public red clay tennis courts (Oscar Hijuelos Clay Courts) in Riverside Park along the Hudson River near 96th Street. In addition to maintaining high-quality court conditions, the RCTA is responsible for managing the play on the courts, as well as lessons and programming for the community. The 10-court facility is open during daylight hours 7 days a week between mid-April and early December.

The RCTA manages the courts on behalf of the Riverside Tennis Association, LLC, which is a wholly owned subsidiary of the Riverside Park Conservancy, a 501(c)3 organization, through the Conservancy's licensing agreement with NYC Parks & Recreation.

With a small team of year-round and seasonal staff, the RCTA relies on an active volunteer base and robust community engagement to fulfil its mission. With a current annual budget of \$650,000, the organization raises revenue through court and program fees, donations and sponsorships.

For more information, visit <https://rcta.tennisgroups.us/rcta/home/>

Responsibilities:

Programming:

- Oversee open public play and schedule private tennis lessons with staff pros.
- Organize and manage youth and adult programs, including but not limited to cardio tennis, tournaments, ladders, and other related activities.
- Organize and oversee youth tennis camp.
- Oversee a free Summer Concert Series for the community
- Organize Appreciation events for volunteers and supporters

Team Management:

- Supervise personnel, including coaches, volunteers, and staff.
- Provide training for personnel, ensuring continuous professional development.
- Oversee staff management activities, including hiring, evaluations, and related processes.

Strategic, Long-term Planning:

- Propose short-term and long-term projects to the board for approval.
- Collaborate with the board to advocate for key projects, seeking additional support and input from the Conservancy when necessary.

Community Engagement & Fundraising:

- Serve as the public face of the organization.
- Act as the point of contact for press inquiries and actively advocate for RCTA community and programs via appropriate press outlets.
- Foster communication within the RCTA community, including the development of new community programs and events.
- Engage with local elected officials and Community Boards.
- Collaborate with other tennis organizations, such as USTA.
- Lead fundraising efforts for the organization, in collaboration with the board and the Conservancy's development staff
- Act as the point person for marketing events and partnerships with external entities.

Facility Management:

- Coordinate seasonal opening and closing court maintenance activities in collaboration with the Conservancy.
- Oversee daily facility maintenance, including rain day protocols.
- Ensure gate coverage for managing both walk-on play and programming.
- Manage the exterior of the courts, including the parking lot and grounds in collaboration with volunteers.

Financial Management:

- Develop and manage the RCTA budget.
- Collaborate with the Conservancy's accountants to forecast and create timely financial reports.
- Oversee accounts payable processes and ensure timely remittals.

Organizational Structure:

- Clearly define and codify roles and responsibilities across the organization.
- Evaluate and continually improve policies and procedures.
- Attend biweekly meetings and collaborate with staff in other departments at the Conservancy and provide briefings on RCTA matters.

RCTA Board Liaison:

- Attend all board meetings.
- Prepare reports for board meetings and keep the board informed of key issues and ongoing progress.

Social Media & Technology:

- Establish and maintain an RCTA presence on appropriate social media sites.
- Manage the RCTA website and app.

- Provide suggestions for technological improvements, such as laptop or tablet use at the gate and Wi-Fi access.

Qualifications:

- Bachelor's degree in a relevant field.
- Proven experience in sports management or a related field.
- Strong organizational, leadership, and communication skills.
- Ability to work collaboratively with diverse stakeholders.
- Ability to supervise the maintenance of a quality tennis facility.
- Ability to raise funds from both private and public sources.

Salary & Benefits: Competitive salary commensurate with experience: \$100K - \$125K. We offer a full compensation package that includes medical, dental, vision, and disability insurance, 401(k), commuter benefits, flexible spending, and generous paid leave.

To apply: Please submit your resume along with a cover letter, detailing your interest in and fit for the position to jobs@rcta.info.

The Riverside Clay Tennis Association is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by federal, state or local laws.