



EXECUTIVE DIRECTOR Position Profile

OPPORTUNITY:

Grassroots Tennis & Education (Grassroots) seeks a passionate and inspirational leader who is committed to the success of the organization and is devoted to improving the outcomes of the young people, families, and communities it supports. This is a unique opportunity to capitalize on the organization's assets and successes to date and to further strengthen its programs, infrastructure, partnerships, and commitment to racial equity and social justice.

The Executive Director provides the leadership of the organization and direction to promote positive youth development outcomes. The Executive Director leads the organization through programmatic, operational, and financial oversight in accordance with the goals and values of the Board of Directors and organizational stakeholders. The Executive Director is responsible for building relationships and strengthening the Grassroots' mission within the communities of both Norwalk and Stamford, CT.

The Board is seeking a new Executive Director who will provide strategic leadership; ensure the development and delivery of tennis and educational enrichment programs, while bringing a fresh perspective; revisit, refine and implement the strategic plan and vision; leverage Grassroots' assets, reputation, and talented staff; galvanize its community and alliance partnerships; implement a staff development program; drive fundraising efforts; be a strong communicator; and maintain and develop a strong relationship with the Board.

ABOUT THE ORGANIZATION:

Grassroots is a state licensed youth development nonprofit organization that uses the sport of tennis to engage youth in holistic out-of-school time programming. Operating in Fairfield County, the organization's **mission is to help youth build strength of character and a foundation for success on the tennis court, in the classroom, and in life.** Grassroots does this by offering free, year-round programs which combine tennis instruction with academic support and character development. In November 2019, two organizations – Norwalk Grassroots Tennis & Education (founded in 1995) and Stamford Youth Tennis Academy (founded in 2014) – merged to be bolder, stronger, and more sustainable in achieving a collective mission. Today, Grassroots remains a vital chapter of the USTA National Junior Tennis and Learning network and serves over 250 children each year, ages 5 to 18. Grassroots practices a relationship-first approach that brings together children and their families with dedicated volunteers and caring staff. For more information, please visit the [Grassroots website](#).

AREAS OF RESPONSIBILITY INCLUDE:

Leadership & Relationship Building:

- Provide vision and leadership for accomplishing the mission and long-term development and growth.
- Provide leadership and vision for practices to advance racial equity.
- Provide executive oversight across all aspects of the multi-faceted program (e.g., sports programming, academic excellence, planning, implementation, evaluation).
- Establish organization-wide annual goals that are both ambitious and realistic, and aligned with the strategic plan.
- Initiate, develop, and maintain productive and mutually beneficial collaborative relationships with individuals and organizations, engaging critical stakeholders, including the Cities of Norwalk and Stamford, schools, enrichment programs, affiliates, community partners, and others.
- Serve as primary spokesperson, delivering a clear and compelling message of the Grassroots' mission and work.
- Develop and implement marketing/communications messages that generate an understanding and enthusiasm for the mission and goals of the work.

Fundraising:

- Grow a sustainable, diversified funding base (e.g., individuals, corporations, foundations), allowing Grassroots to fund its almost \$1 million annual budget.
- Provide oversight and support of the development staff's activities with annual giving that include grant writing, cultivation and stewardship of donors, direct mail, and multiple fundraising events.
- Maintain consistent and ongoing processes for donor and community relations to promote awareness of Grassroots and uphold highest standards for donor intent.

People & Operations Management:

- Coach, develop, manage, and lead a team of five full-time, six part-time, eight seasonal staff, approximately 13 junior coaches, and over 40 volunteers.
- Maintain an organizational culture that attracts, develops, and retains excellent staff.
- Coordinate and manage workflow processes, and attend to facility and operational needs.
- Oversee all financial reporting, contractual obligations and donor/funder restrictions, and appropriate internal policies and procedures, ensuring compliance.
- Prepare and administer annual operating and capital budgets with accounting and finance support.
- Manage communication with the Board to provide regular comprehensive reports on revenue, expenditures, and other key financial and non-financial metrics.
- Manage qualitative and quantitative data and analytics pertaining to general operations, budgets, surveys, and other relevant reports.

Governance:

- Work collaboratively with the Board to set and achieve the organization's strategic direction, policy development, financial management, and fundraising.
- Participate actively in board meetings and present its members with the information necessary to support successful and informed governance, planning, and action.

QUALIFICATIONS:

Our ideal candidate will embody the values of Grassroots and bring a strong commitment to the mission through leadership with the following skills and characteristics:

- Relevant experience, including demonstrated success in leadership roles, ideally in a nonprofit setting, preferably in an organization with a focus on youth development, out-of-school time programming, education or sports.
- Strong project management and organizational skills, attention to detail, and ability to set and meet deadlines with competing priorities.
- Proven track record in successful fundraising and donor relations, including grant writing experience.
- Strong people management skills, with the ability to build high-performing teams, create strong and positive team culture, and coach and develop skills in others.
- Excellent written and verbal communication skills.
- Strongly committed to racial equity, anti-racism, DEI, and social justice.
- Fluency in Spanish and/or Haitian Creole is a plus.

COMPENSATION AND BENEFITS:

- **Salary:** A competitive base salary range of \$100,000-\$120,000 based on requisite work experience and performance during the interview process. The potential for an annual bonus exists.
- **Time Off:** The Executive Director receives generous vacation and PTO time. Days off are a combination of company-paid holidays and personal time off that will increase with tenure.
- **Medical Benefits:** 70% employer-paid medical benefits for a full-time staff member.

EQUAL OPPORTUNITY EMPLOYER:

Grassroots is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

TO APPLY:

The search is being conducted by The Strategy Group. Interested candidates should send a resume or profile summary that showcases their skills and experiences, as well as a compelling cover letter describing their interest and how their qualifications and experience match the needs and mission of Grassroots.

All cover letters and resumes should be sent as **ONE PDF DOCUMENT** titled “**Last Name Cover Letter and Resume**” to nonprofitjobs@thestrategygroupllc.org. Please title emails as **GRASSROOTS EXECUTIVE DIRECTOR SEARCH in the Subject Line**. Resumes will be accepted until the position is filled.