

Executive Director – Atlanta Youth Tennis & Education Foundation (AYTEF)

Location: Hybrid (Cobb County / Fair Oaks + remote flexibility)

Reports to: Board of Directors

Direct Reports: Program Director, Tennis Director

Organizational Overview

The Atlanta Youth Tennis & Education Foundation (AYTEF) is a nonprofit and National Junior Tennis & Learning (NJTL) chapter committed to serving under-resourced youth across Cobb County. Through a holistic sports-based youth development program, AYTEF empowers youth to gain improved academics, character, life-skills, emotional well-being, belonging and resilience leading to a brighter future. Guided by Vision to *serve through sport so youth can achieve without limit*, AYTEF's mission is to enrich the lives of under-resourced youth through tennis and education.

AYTEF is entering a pivotal phase of growth with strong program momentum, expanding partnerships, and increasing visibility. The next Executive Director will help shape the organization's future, strengthen its foundation and deepen its impact across the Cobb community.

Position Summary

The Executive Director (ED) is responsible for advancing AYTEF's mission, strengthening organizational capacity, and driving strategic growth. Reporting to the Board of Directors, the ED oversees all operations, fundraising, programs, staff, and partnerships.

This role requires a dynamic, mission-driven leader who is comfortable building relationships and representing AYTEF in the community. The ED will supervise a Program Director and Tennis Director, while also managing external contractors for various support functions.

Position Functions

Executive Leadership & Strategy

- Lead the organization in alignment with AYTEF's mission, values, and strategic priorities.
- Partner with the Board to refine and execute long-term strategy and organizational goals.
- Foster a positive, inclusive, and mission-centered culture for staff, volunteers, and families.
- Serve as a visible ambassador for AYTEF in the Cobb County community and beyond.

Program Oversight

- Provide leadership and support to ensure program excellence and alignment with AYTEF's mission.
- Collaborate with the Program Director to evaluate program quality, outcomes, and opportunities for growth.
- Support tennis and community initiatives, ensuring strong participant and family engagement.

Human Resources & Talent Management

- Supervise and support the Program Director and Tennis Director, fostering a culture of accountability, growth, and collaboration.
- Oversee HR functions including hiring, onboarding, payroll, performance reviews, and compliance.
- Ensure staff have access to appropriate professional development opportunities.
- Manage contractors supporting finance, HR, grants, and operations.

Fundraising & Development

- Serve as AYTEF's fundraising leader, setting annual development strategy and goals.
- Cultivate and steward relationships with donors, foundations, corporate partners, and community stakeholders.
- Oversee grant strategy, submissions, reporting, and alignment with program needs.
- Manage fundraising events and donor engagement activities.
- Ensure strong donor communications and stewardship practices.

External Relations & Partnerships

- Build and maintain high-value partnerships in collaboration with the *Program* Director and Tennis Director including USTA entities, schools, community organizations, and local leaders.
- Represent AYTEF at community events, networking opportunities, and program activities.
- Strengthening AYTEF's presence in Cobb County through consistent engagement and visibility with local and county officials, Parks & Recreation, and community leadership.

Communications, Marketing & Branding

- Oversee the development and execution of a comprehensive communications and marketing strategy.
- Ensure consistent, high-quality messaging across newsletters, social media, website content, and promotional materials.

- Elevate AYTEF's brand and visibility to support fundraising, recruitment, and community engagement.

Financial Management

- Develop and manage the annual budget in partnership with the Board and finance partners.
- Oversee financial operations, including revenue tracking, expense management, and P&L oversight.
- Ensure strong financial controls, transparency, and alignment with nonprofit best practices.

Board Relations & Governance

- Partner with the Board President to prepare agendas, materials, and reports for board meetings.
- Support the development of an engaged, effective Board of Directors and active committees.
- Provide timely, accurate information to support board decision-making and governance.

Required Experience & Qualifications

- **5–7+ years of nonprofit or youth-focused leadership experience**, with proven ability to guide an organization through growth or transition.
- **Demonstrated fundraising success**, including donor cultivation, grants management, corporate partnerships, and events.
- **Strong people leadership skills**, with experience supervising staff, managing contractors, and building a positive, mission-driven culture.
- **Operational and financial management experience**, including budgeting, oversight of finance/HR functions, and partnership with external vendors.
- **Exceptional relationship-building and communication skills**, with the ability to represent AYTEF publicly and cultivate strong community partnerships.
- **Experience overseeing programs**, ideally in youth development, education, or sports-based initiatives.
- **Knowledge of or connection to the Cobb County community**, with flexibility to work in a hybrid setting.
- **Deep passion for AYTEF's mission** and commitment to equity, healthy youth development, and community engagement.

Preferred Qualifications

- Experience with USTA, NJTL chapters, or sports-based youth development programs.
- Experience working with or reporting to a nonprofit Board of Directors.
- Background in marketing, communications, or public relations.
- Bilingual (Spanish) or experience working with diverse demographic