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Job Description

Washington Tennis and Education Foundation

Chief Executive Officer

The Organization

The Washington Tennis & Education Foundation (WTEF) is a premier nonprofit educational and tennis organization for underserved children in Washington, D.C. We engage students in productive activities that teach discipline, build confidence, improve school performance, and encourage a healthy lifestyle and lifelong fitness.

WTEF's mission is to build life champions by providing children and youth a safe and trusting environment in which they can excel. WTEF offers after-school and summer camp-based tennis and academic programs that empower students to achieve their highest potential. These programs develop critical skills and instill meaningful values that prepare the students for life-long success.

The Role

Reporting to the Board of Directors, the CEO is responsible for providing visionary leadership to WTEF and will be responsible for guiding strategic direction, operations, staff, programs, and funding in support of its mission. The ideal candidate is a seasoned nonprofit executive with successful experience leading a community service and/or youth-serving organization. S/he will bring particular strengths in operations, partnership development, fiscal management and fundraising. The CEO must possess a passion for WTEF's mission, a commitment to innovation, and exceptional interpersonal, oral, and written communication skills. The CEO must be adept at stewarding high-level donors and prospects as well as partnering with the Board on major donor and funder relationships. Candidates should exhibit proactive leadership and a strong commitment to WTEF's mission and vision.

Key Responsibilities

Vision and strategy:

- Collaborates with staff, Board, and key stakeholders to set clear goals aligned with the organization's mission.
- Partners with the Board on the strategic visioning of the organization during the next chapter of WTEF's service to the DC community.
- Serves as the face of the organization proactively positioning WTEF as DC's lead organization to use tennis as a tool to empower students to get excited about education and living a healthy lifestyle.
- Provides strategic oversight of the organization ensuring it successfully achieves the key deliverables outlined by senior leadership and the Board.
- Acts as a thought partner to the Board on all aspects of finance and operations, including program changes, future business strategy, and appropriate investments.
- Effectively stewards the human and fiscal resources of the organization in ways that achieve the organization's goals while contributing to the immediate and long-term success.

Operations and financial management:

- Provides the leadership and vision and strategy that inspires staff and ensures operational excellence.
- Cultivates a diverse, equitable, and inclusive culture that promotes collaboration, team-work, innovation, and accountability.
- Thoughtfully engages with staff at all levels of the organization, actively soliciting feedback, fostering transparency, and recognizing employee contributions.
- Ensures that the organization's programs are of the highest quality, create positive impact, and fulfill WTEF's mission and vision.
- Develops and institutes metrics for monitoring and evaluating the performance of WTEF afterschool programs.
- Monitor and analyze financial performance against budget projections, identifying potential variances and implementing corrective actions.
- Forecast future financial needs, including revenue generation and expense management, to ensure long-term financial stability.
- Ensure compliance with all relevant accounting standards, regulatory requirements, and internal controls.
- Oversee the annual audit process, working closely with external auditors to ensure accurate financial reporting and minimize audit findings.
- Implement data-driven decision-making processes to optimize resource allocation and improve efficiency.
- Foster a culture of accountability and continuous improvement, encouraging staff to identify opportunities for cost savings and revenue growth.

- Fosters and cultivates positive relationships with nonprofit partners, relevant professional groups, donors, and volunteers.
- Works closely with the Executive Committee and the Board of Directors; communicates clearly and timely on matters impacting WTEF.
- Collaborates effectively with the Board Chair and other members of Board leadership and ensures that the Board of Directors is properly supported by WTEF staff.

Resource development:

- Meets/Exceeds WTEF's annual fundraising goals.
- Plays an active role in donor cultivation and stewardship by maintaining and growing a portfolio of major donors and key philanthropic partners, attends galas and other events, supports and manages the development team, and hires a Director of Advancement.
- Effectively stewards existing funding relationships with individuals, corporations, foundations and DC government agencies.
- Strategically manages, grows and reimagines WTEF's earned income portion of its revenue model.

Experience and Professional Qualifications

- Demonstrated passion for and commitment to WTEF's mission.
- Experience in a senior leadership role at a nonprofit organization, government agency or corporation.
- Proven fundraising experience, including the ability to identify, solicit, and secure new funders.
- Ability to lead, motivate, encourage, and develop a professional staff.
- Exceptional interpersonal, oral, and written communication skills.
- A track record of creating and implementing innovative solutions within available resources.
- Proven track record in financial management, including budgeting, forecasting, and financial analysis.
- A commitment to a high level of personal and professional integrity.

Compensation and Benefits

The targeted salary for this role is \$180,000 - \$200,000 commensurate with experience. In addition, there will be a competitive performance-based bonus structure along with a comprehensive benefits package.

Application Process

Please send your resume and a cover letter outlining your interest and relevant experience to wtef@wtef.org.

Learn more at <http://www.wtef.org>

Washington Tennis and Education Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment and prohibits discrimination and harassment based on race, color, religion, gender, gender identity, national origin, sexual orientation, age, disability, or veteran status. We strongly encourage people of all backgrounds to apply.