



INTERNATIONAL  
TENNIS HALL OF FAME®

### Position Description

**Title:** Executive Assistant to Leadership Team

**Department:** Administration

Salary: \$60,000

### Position Overview

The Executive Assistant to the Leadership Team supports the Leadership Team in execution and administration of the International Tennis Hall of Fame's business.

### Key Responsibilities

- Completes a broad variety of administrative tasks for the Leadership Team including:
  - Managing extremely active calendars of appointments
  - Completing expense reports
  - Composing and preparing correspondence that are at times confidential
  - Prepare Committee meeting agendas and minutes
  - Arranging complex and detailed travel plans inclusive of itineraries and agendas
  - Compiling documents for travel-related meetings.
- Greets visitors, ascertains nature of business, and directs visitors to the appropriate person.
- Maintains permanent files of correspondence and other records for the Leadership Team.
- Maintains and manages office supplies, as well as general office files and upkeep.
- Assists Leadership Team with various other projects as needed.

### Requirements & Preferred Skills

- Bachelor's degree preferred, or 4+ years of experience in lieu of degree.
- Minimum four years of experience in progressively responsible administrative roles supporting C-Level executives, preferably in non-profit organization.
- Strong oral and written communications skills
- Proven organizational ability, analytical skills, and attention to detail.
- Effective time management skills with the ability to prioritize and handle multiple projects.
- Exceptional judgment, professionalism, and discretion in handling confidential and sensitive situations and matters.
- Experience managing multiple projects with competing deadlines; anticipating project needs and problem solving accordingly.
- Tech savvy with strong computer skills, including strong knowledge and proficiency in Word, Excel, PowerPoint, SharePoint, Adobe Acrobat, and video conferencing platforms. Proficient at setting up and running audio and visual functions of in-person meetings.
- Ability to maintain a highly professional, positive, and flexible demeanor with rapid and shifting priorities.

### Location & Time Commitment

- This position is full-time and in-person position, located at the International Tennis Hall of Fame in Newport, Rhode Island
- Evening and weekend work is required at times to support special events.
- Attendance required for all events during Tournament week and Induction Weekend.

### About the International Tennis Hall of Fame

#### *Our Mission*

The International Tennis Hall of Fame preserves and promotes the history of tennis and celebrates its champions, thereby serving as a vital partner in the growth of tennis globally.

The ITHF is a non-profit organization located in Newport, Rhode Island. It is a dynamic organization comprised of diverse business operations to support that overall mission.

- The Museum at the ITHF chronicles the history of tennis and the stories of its greatest champions through an extraordinary collection and interactive exhibits.
- The Hall of Fame Tennis Club is a year-round tennis facility offering junior and adult programming on three surfaces – grass, hard courts, and clay.
- Annually, the Hall of Fame hosts the Hall of Fame Tennis Championships.
- Host the Hall of Fame Induction Weekend when the highest honor in tennis is presented to the sport's greatest champions.
- As a non-profit organization, the ITHF is active in development outreach and philanthropic programs.
- The ITHF is an engaged partner in the global tennis industry and is committed to celebrating the sport's greatest champions and promoting tennis history through strategic programming around the world.

#### Hall of Fame Open

Scheduled for July 6-13, 2025, at the International Tennis Hall of Fame, the Hall of Fame Open will become just the second combined ATP and WTA 125 level event in the United States. It will be the only grass court stop on the Hologic WTA Tour outside of Europe, and the first women's professional tournament at the ITHF since the Virginia Slims of Newport concluded in 1990. Equal prize money will be awarded to both the men's and women's draws.

#### Induction Celebration

The Class of 2025 will be officially inducted into the International Tennis Hall of Fame during the Induction Celebration in Newport, Rhode Island, from August 21-23, 2025. The 2025 Induction Celebration will usher in a new era for the Hall of Fame that highlights the best of tennis culture through art, fashion, music and more.

During the weekend, the Hall of Fame Celebrity Pro Classic charitable tournament will feature two teams consisting of Hall of Famers, celebrities and creators, all mic'd up as they take the court together through six matches of fast-paced mixed doubles play.

Attendees can enjoy Fanfest activities, meet and greets, and live podcast recordings, along with premium New England faire from food trucks across the region. The ITHF will also return its Courting Fashion event to celebrate iconic tennis fashion on display at the historic mansion Marble House and will close out the weekend with its formal induction ceremony of the 2025 Class, followed by a live musical concert.

### Application Process

Resumes with a cover letter should be submitted to: [hadmin@tennisfame.com](mailto:hadmin@tennisfame.com)