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## PICTONA JOB DESCRIPTION

Title of Position:	<b>Chief Executive Officer</b>
Title of Coordinator:	<b>Pictona Board and Holly Hill City Manager</b>
Date Updated:	<b>2/18/2024</b>
Written by:	<b>Rainer Martens</b>
Exempt/Non-Exempt:	<b>E</b>

### JOB SUMMARY

The CEO is responsible for providing strategic leadership to Pictona, working with the Board, Holly Hill City Manager, and key employees, to establish long-range goals, strategies, plans, and policies. The CEO represents Pictona to its members as well as local, state, and national organizations involved in pickleball. The CEO is the day-to-day leader of the Club task with building and maintaining the membership, facilities, employees, and sponsorships. The individual will oversee the many activities of the Club, including tournaments, special events, educational programs, and food and beverage services. The CEO must have a thorough understanding of the rapidly changing world of pickleball and interact with that world to the benefit of Pictona.

### Duties

Specifically, the CEO will provide:

**Strategic Leadership:** Lead and oversee the operations of the Club to further the mission while serving its members and many visitors.

**Organizational Management:** Recruit, develop, and manage a high-performing team, providing mentorship, guidance, and support to staff and volunteers. Develop, encourage, and facilitate collective learning.

**Community Engagement and Advocacy:** Build and nurture relationships with stakeholders, including members, volunteers, sponsors, partners, and the broader pickleball community, fostering a culture of inclusivity and collaboration. Support

Club activities that benefit the community of Holly Hill and the greater Daytona area and act as the primary spokesperson and ambassador for Pictona.

**Financial Stewardship:** Provide responsible financial management, including operational efficiency of the Club and accountability in financial practices, ensuring transparency in meeting financial obligations and advancing the mission effectively.

**Program Management:** Provide oversight and direction for programs and initiatives that promote participation, education, and community engagement and wellness, including working with key employees to plan tournaments, promoting physical activity through classes in the Activity Center, and other events that benefit the Club's mission.

**Resource Development:** Oversee sponsorship and fundraising efforts and assist the sponsorship director with initiatives to generate funds for Pictona operations and initiatives. See that the facility is maintained and improved where possible.

**Governance and Compliance:** Ensure compliance with legal and regulatory requirements, develop Board members, develop and execute the strategic plan, communicate trend updates for the sport of pickleball and the Club, and provide financial reporting to promote Board effectiveness.

### Supervisory Responsibilities

The management team of Pictona, comprised of the operations manager, tournament manager, marketing manager, partnership director, event manager, facility manager, Activity Center Director, and Player Shop manager report to and work with the Director who is responsible for their activities.

### Job Skills

- Effective problem-solving skills.
- Strong analytical skills to develop and adjust the vision and goals of the Club to ensure its long-term well-being.
- Good communication skills.
- Leadership through skillful people management.
- Ability to prioritize and delegate.
- Well-developed time management skills to meet the diverse demands of the position.

### To Apply

Contact Rainer Martens, Director, at [Rainer@pictona.org](mailto:Rainer@pictona.org) stating your interest and including a resume.