

# Chief Executive Officer – FLTT

## Permanent position | Full time (40 hours)

The Fédération Luxembourgeoise de Tennis de Table (FLTT) is the national governing body for table tennis in Luxembourg. It is one of the largest sports associations in the country, bringing together **75 clubs** with around **4,800 licensed players**. The FLTT is committed to promoting table tennis both as a competitive sport and as an inclusive activity for all age groups.

We are looking for a solution-oriented, communicative, and strategically minded leader to guide the federation through its next steps of development in close collaboration with the Board of Directors, the Sports Director, and the Administrative Director. This is not about radical change, but about a **continuous, well-coordinated process** that respects existing structures while gradually improving them.

## Your Role & Strategic Priorities

As CEO, you will be the organizational and administrative backbone of the federation. Your primary function will be to lead the ongoing professionalization of the federation's operational and strategic tasks, shifting the daily workload away from the volunteer Board of Directors. Your focus will be on **coordination, support, and stability**, ensuring that projects and initiatives have a lasting impact.

Key priorities for the first year include:

- **General Coordination and Cohesion:** Serving as the central point where all organizational threads come together across all areas of the federation.
- **Future Development and Attractiveness:** Developing a comprehensive strategy and concept to make the sport and the federation more future-proof and attractive, including development at the sporting, organizational, and financial levels.
- **Governance Reform:** Leading the finalization of the governance reform project, which involves updating the federation's main governing articles and regulations (currently approximately 180 pages, primarily in German).

You will determine the overall strategy for the federation and propose it to the Board of Directors for approval. You will foster dialogue between clubs, partners, and institutions, representing the FLTT primarily at the national level and occasionally internationally.

## Your Responsibilities

In this position, you will manage the administrative and operational processes of the federation and ensure smooth day-to-day operations in the office.

- **Team Leadership:** Lead and support a professional team of approximately 10 employees to work efficiently.

- **Direct Reports:** You will have the **Administrative Director** reporting to you, who oversees administrative staff and daily operational issues.
- **Strategic Collaboration:** You will collaborate closely with the **Sports Director**, who oversees the coaching staff and serves as the technical expert for the sport.
- **Strategy Implementation:** Ensure that the sporting strategy (developed and led by the Sports Director) can be implemented effectively.
- **Financial Oversight & Commercial Activities:**
  - Develop financial and funding strategies to secure long-term stability.
  - Oversee and track the budget, expenses, and income, and provide multi-year forecasts (e.g., five-year budget and resource plans).
  - Actively pursue commercial activities, including **sponsorship and fundraising**.
- **Governance:** Oversee ongoing governance reform and collaborate with the Board to design new initiatives that contribute sustainably to the future of table tennis.

## Your Profile

You have experience in management or project leadership, ideally in the sports or non-profit sector. Experience in a sports environment is highly valued, as the federation operates as a hybrid environment with professional staff and volunteers.

### Required Skills and Experience:

- Very strong organizational and coordination skills.
- Proven experience in leading projects and change management.
- Proven experience leading and managing teams and daily operations.
- Expertise in financial management and the ability to diversify revenue streams through sponsorship and fundraising.
- **Fluency in German, French, and English is mandatory.**
- Luxembourgish is considered a significant asset for internal communication with clubs and members.

## Call for Applications

Have we caught your interest? We look forward to receiving your application! Please apply online using the following link: <https://app.skeeled.com/s/QGc9BSGn>

To be complete, your application must include:

- A cover letter explaining why you are the right person for this position.
- Your CV.
- Contact details for two references.
- Relevant diplomas.

**Deadline for applications: 31 January 2026**