



JOB POSTING

POSITION: EXECUTIVE DIRECTOR

REPORTS TO: Board of Directors and under the supervision of the General Chair and Administrative Vice Chair

EXECUTIVE DIRECTOR ROLE:

The Executive Director will provide leadership and direction to Virginia Swimming (VSI) to enhance and optimize coach effectiveness, volunteer development, and club development. The Executive Director will implement strategies as developed by the BoD in support of VSI's vision and mission and in alignment with USA Swimming. In this role, the Executive Director will also advance best practices, practice good non-profit governance, and enthusiastically promote the sport of swimming.

EXECUTIVE DIRECTOR RESPONSIBILITIES:

The Executive Director will facilitate the development and implementation of programs, services, and activities in the following key areas of responsibility:

- Coach Effectiveness
- Club Development
- Event Facilitator
- Board of Directors and Committee Liaison
- Ambassador for VSI and the Sport of Swimming

This position will work in a collaborative manner with elected and appointed volunteer board members, committees, task forces, and other volunteers to plan and implement the goals and objectives of VSI. Will communicate in a timely and effective manner, using appropriate methods, and remain current on the use of technology to advance the sport.

EXECUTIVE DIRECTOR REQUIREMENTS AND QUALIFICATIONS:

1. USA Swimming non-athlete membership required. Must be kept current.
2. Bachelor's Degree required. Master's Degree or equivalent non-profit leadership and/or business leadership experience preferred.
3. Knowledge of USA Swimming and competitive swimming required.
 - A minimum of five years' experience coaching USA Swimming/YMCA team, officiating USA Swimming events, or LSC governance at the BoD level required.
 - Proven development of athletes to achieve national level performance, attainment of national level certification, or key USA Swimming leadership position at the LSC level or higher is preferred.
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4. Demonstrates a personal commitment to advancing the sport of swimming
5. A disciplined and goal-oriented self-starter with a high level of initiative expected.
6. Strong planning, organizational, and time management skills and the ability to work independently. Capable of understanding the business needs and governance oversight of a non-profit organization.
7. Exceptional verbal and written skills and computer skills required including proficiency in Microsoft Word, Excel, PowerPoint, and electronic mail. Experience with Team Manager, Meet Manager, TeamUnify, accounting software, and social media preferred.
8. Ability to travel locally, regionally, and nationally, as necessary. Willing to work evenings and weekends as needed.

EXECUTIVE DIRECTOR COMPENSATION:

Compensation will be in a range commensurate with experience and record of successful achievement. Benefits package to include health insurance stipend, matching retirement contribution plan, and paid vacation.

APPLICATION:

Interested candidates should direct their resume to Ashby Marcey, Secretary, Virginia Swimming at vaswimmingsecretary@gmail.com.