



JOB DESCRIPTION

- POSITION:** EXECUTIVE DIRECTOR
- REPORTS TO:** Board of Directors and under the supervision of the General Chair and Administrative Vice Chair
- VISION OF VSI:** Moving Forward, Swimming Fast!
- MISSION OF VSI:** Creating opportunity and promoting sportsmanship in the pursuit of personal excellence
- VALUES OF VSI:** Honesty, Inclusion, Athlete-centric

EXECUTIVE DIRECTOR ROLE:

The Executive Director will ardently provide leadership and direction to Virginia Swimming (VSI) to enhancing and optimizing athlete performance, coach effectiveness, volunteer development, and club development. The Executive Director will be committed to implementing strategies as developed by the BoD that successfully achieve swimming performance in support of VSI's vision and mission and in alignment with USA Swimming. The Executive Director will focus on programming that demonstrate continuous improvement of overall VSI swimming performance objectives. In this role, the Executive Director will also advance best practices, efficiently utilize resources, effectively communicate, 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:

Athlete Performance:

1. Enhance the development and competitive success of VSI athletes by enabling educational and programming opportunities that improve athlete performance
2. Assist the Age Group, Senior, Safety, Coach, Athlete, Diversity & Inclusion, and Camps & Clinic Committees to collaboratively support:
 - Implementation of Quad athlete performance plans and goals
 - Creation of skill-appropriate athlete training programs /camps
 - Increasing athlete achievements in all age groups and at all levels of competition with VSI and beyond VSI

- Monitoring athlete results and statistics, comparing to established performance objectives
- Developing and implementing programs that recognize top performing athletes

Coach Effectiveness:

1. Enhance the development and professional success of VSI coaches by enabling educational and programming opportunities that improve coaching skills and supports professional growth
2. Assist the Coaches Committee to collaboratively support:
 - Enhancing athlete training and improve athlete performance
 - Creating coach and staff development programs/clinics
 - Providing coaches with team performance evaluation tools
 - Developing and implementing programs that recognize top performing coaches

Club Development:

1. Enhance the development and operating success of VSI clubs by enabling educational and programming opportunities that improve club organizational effectiveness and build the base
2. Assist clubs with strategic planning, operational efficiency, parent education, and volunteer involvement
3. Establish a process for sharing club best practices ideas throughout VSI
4. Identify and support new pool facility or existing pool facility improvement opportunities, assisting clubs in participating in these initiatives, and connecting these projects with USA Swimming Facilities Department
5. Develop guidelines for recognizing top performing clubs

Event Facilitator:

1. Coordinate VSI Championship Meets
2. Coordinate VSI Athlete Recognition Event
3. Assist committees and task forces in coordinating meetings and communication
4. Assist in coordinating USA Swimming-sponsored programs and activities
5. Attend all major VSI events

Board of Directors and Committee Liaison:

1. Assist with the development and implementation of VSI Strategic, Quad, and annual performance plans
2. Provide organization continuity and conduct orientation on performance goals and objectives during transition of new BoD members
3. Attend and actively participate in all BoD and HoD meetings. Also attend committee meetings when feasible:
 - Report measurable performance outcomes
 - Routinely communicate ongoing activities
 - Assist committees in executing and monitoring all programs to ensure progress and facilitate communication

4. Support business management activities as directed by the BoD, including but not limited to, financial reporting and controls, documentation maintenance, and website updates
5. Supervise LSC Administrative Assistant staff position

Ambassador for VSI and the Sport of Swimming:

1. Represent and promote VSI identity and performance goals internally to membership and externally to sponsors, media, at-large civic community, and other organizations
2. Develop and implement public relations programs and communication campaigns to publicize VSI programs and athlete achievements
3. Serve as VSI liaison to cultivate relationship with VSHL, university/college programs, YMCA, pool facilities, etc.
4. Align opportunities to participate in and/or support USA Swimming and Eastern Zone performance programs and services
5. Evaluate shared services opportunities with other LSCs
6. Assist with identifying sponsorship opportunities and supporting presentations/engagements with these organizations

General Characteristics:

1. Maintain necessary levels of certification with USA Swimming
2. Extend hospitality to all guests and members of VSI and USA Swimming
3. Demonstrate openness to ideas, input, and direction from the BoD and HoD.
4. Work in a collaborative manner with elected and non-elected volunteer board members, other staff, committees, task forces, and volunteers to plan and implement performance goals and objectives of VSI
5. Serve as a model for building consensus within the organization
6. Follow the policies, practices, and procedures of VSI and USA Swimming
7. Communicate in a timely and effective manner, using appropriate methods
8. Remain current on the use of technology to advance the sport

EXECUTIVE DIRECTOR REQUIREMENTS AND QUALIFICATIONS:

1. USA Swimming non-athlete member in good standing or successful registration prior to employment is required (including required applicable background check approval and athlete protection training). VSI will also comply with all current requirements and recommendations of the *USA Swimming Pre-Employment Screening Program for New Employees*.
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 seven years' experience coaching USA Swimming/YMCA team, officiating USA Swimming events, or LSC governance at the BoD level required.
 - Proven development of athlete to achieve national level performance, attainment of national level certification, or key USA Swimming leadership position at the LSC level higher is preferred.
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. Proven strong planning, organizational, and time management skills to work efficiently and independently. Capable of understanding the business needs and governance oversight of a non-profit USA Swimming organization
6. Demonstrates exceptional verbal and written skills to effectively communicate with athletes, coaches, volunteers, staff, and other members.
 - Recognized ability to develop positive professional relationships within an organization and with external contacts
 - Works well in a collaborative team environment
7. Computer skills required including proficiency in Microsoft Word, Excel, PowerPoint, and electronic mail. Utilization of 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 when the needs dictate the Executive Director's presence
9. Professional and Personal references required.

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 the VSI General Chair at generalchair@virginiaswimming.org.