

Sammamish Rowing Association, a non-profit rowing organization serving over 500 athletes, seeks an Executive Director who is an experienced leader of a nonprofit organization with a passion for sports and an understanding of the important role competition and community play in the lives of individuals of all ages.

### **SUMMARY OF POSITION:**

The Executive Director is responsible for the overall administration, management, and leadership of Sammamish Rowing Association in pursuit of the association's mission, goals, and objectives as established by the Board of Directors. This includes raising operating and capital funds, managing enrollment, fiscal accountability, personnel management, resource development, operations management, public relations, and compliance with applicable laws, regulations, grant requirements, policies, and procedures. This individual should have a passion for SRA's mission and, in concert with the Board of Directors, will be responsible for the creation and nurturing of new ideas and initiatives that advance the goals of the SRA. In addition, the Executive Director is charged with maintaining the financial health and integrity of the organization.

### **DUTIES AND RESPONSIBILITIES:**

#### **Financial and Business Management**

- Prepares and seeks Board approval for the organization's annual operating and capital budget and manages the operation within the parameters of the budget.
- Provides the Board with reliable and timely information on the fiscal condition of the SRA including monthly financial reports.
- Ensures sufficient internal cash controls are in place and enforced.
- Ensures that all required local, state and federal reports are filed in a timely fashion.
- Assures proper execution of all corporate contracts and grants awarded.

#### **Fundraising and Development**

- Directs the development efforts of the SRA including setting and achieving financial goals for various fundraising campaigns, creating corporate sponsorships for annual events and ongoing operating activities, building long-term relationships with foundations, and enhancing opportunities from individual donors.
- Develops annual fundraising and marketing budgets and objectives and regularly monitors progress against goals.
- Provides for the short and long term fiscal stability and operating needs of SRA.
- Develops positive and productive relationships with all potential sources of funding and donations, including the local communities and private sector as well as local, state, and federal governments.
- Promotes existing fundraising programs to assure their continued growth.

#### **Leadership and Management**

- Builds and manages an effective and efficient organization ensuring programs are operated as established in SRA's mission and goals.

- Establishes goals and objectives for the SRA staff and routinely evaluates and develops skills within the organization.
- Directly supervises program and administrative directors.
- Effectively motivates and organizes people and projects.
- Assures appropriate utilization, direction, supervision, and recognition of volunteers.
- Works closely with the Board President and Board committees in developing annual strategic and financial plans, and routinely reports on progress.
- Assists and meets with the Board at all regularly scheduled meetings, special meetings, and committee meetings as directed.

### **Operations and Program Development**

- Provides leadership in the planning, development and implementation of programs and directly supervises program directors and administrative staff.
- Continually evaluates and balances resource allocation to each program as needed to support SRA's mission.

### **Public Relations/Communications**

- Optimizes the public image and overall awareness of SRA's mission and successes through the design and management of strategic communication programs, including branding, public relations, website, and related areas.
- Ensures regular communication and maintenance of solid relationships with the media, community leaders, business leaders, as well as other groups regarding the services, needs, and accomplishments of SRA.
- Successfully articulates a vision and inspires enthusiasm in and support of the mission of SRA.
- Performs other duties as assigned by the Board of Directors.

## **QUALIFICATIONS**

### **Required**

- Bachelor's degree or equivalent
- Several years of non-profit experience, either through personal or professional commitments
- Experience managing diverse staff roles and budgets in a similarly-sized organization, including multi-year financial planning
- Willingness to fundraise and evangelize the organization's mission with members, community and local government
- Excellent presentation and communications skills
- Proficiency with MS Office, especially Excel

### **Preferred**

- Management experience in sports and/or education
- Experience working with participants of all ages (11-80)

- Experience working with a Board of Directors
- Experience nurturing and unifying a community organization with diverse stakeholders and goals

**To apply, please send both a cover page and your resume to [careers@srarowing.com](mailto:careers@srarowing.com). Preference will be given to candidates who apply by September 20th, 2019.**

**Who we are:**

Launched in 1995, [Sammamish Rowing Association](#) is a community rowing organization on the shores of Lake Sammamish in Redmond, Washington, within easy commute to the exciting Pacific Northwest communities of Bellevue and Seattle. Our state-of-the-art facility, built in 2015, houses a recently updated fleet of boats. We offer a wide variety of recreational and competitive rowing opportunities to nearly 500 athletes, ranging in age from middle school to adult. Our passionate and dedicated staff includes 7 full-time and 30 part-time employees. Last year our operating budget was \$1.5 million. We strive to be an inclusive program that inspires excellence and development in all aspects of the sport.