

# Executive Director

## Raleigh Swimming Association

**Position Type:** Full-time **Location:** Raleigh, North Carolina **Reports To:** Board of Directors

### Position Overview

Raleigh Swimming Association (RSA) is seeking an experienced and hands-on Executive Director to lead the day-to-day business operations of the organization. This role works closely with the Board of Directors, staff, and vendors to develop and support programming, facility enhancement and long-term growth.

### Key Responsibilities

- Liaise between the staff and the Board of Directors, including attending monthly board meetings and providing regular updates.
- Oversee employee onboarding, benefits communication, payroll administration (including tax payments and 403b payments), and organizational compliance.
- Create and manage the annual operating budget and financial reports.
- Ensure timely preparation and release of tax documents, including w-2s and the 990.
- Maintain the facility calendar, coordinate rentals and special events, and identify opportunities for new facility programming.
- Manage and support the Head Coach and Operations Manager and their direct reports, including monitoring performance expectations, goal planning and certifications.
- Identify and monitor vendor relationships, including vendor payments.
- Identify and implement new programming and new revenue streams.
- Identify and coordinate fundraising opportunities, including sponsorships and grants.
- Coordinate member and community communications, including website updates and special announcements.
- Resolve member and/or participant complaints.
- Maintain RSA's one-year, three-year, and ten-year strategic plans.
- Represent RSA professionally with members, employees, vendors, sponsors, community partners, and regulatory organizations.

### Qualifications

- A minimum of five years of management experience in a non-profit membership-based organization providing sports-based programming for children, preferably aquatics.
- A minimum of five years of financial management experience, including budgeting, financial reporting, and payroll administration.
- Experience with vendor development and management.
- Strong communication, organization, customer service, and problem-solving skills.
- Ability to manage multiple priorities and work effectively with a volunteer Board of Directors.
- Knowledge of USA Swimming, SafeSport, US Masters Swimming, or aquatics operations is preferred but not required.

### Work Expectations

- Maintain office hours at the Sonner Aquatic Facility.
- Attend special events in the evenings and/or on the weekends.

## Benefits

- Complimentary RSA programming, including swim team dues, with family discounts or complimentary programming as approved by the Board.
- Eligibility for RSA's retirement plan and any discretionary employer match.
- Reimbursement for approved business expenses and professional dues.
- Additional compensation and benefits may be included in the final offer.

## How to Apply

Please submit a resume and brief cover letter to [andy.lansdowne@swimrsa.org](mailto:andy.lansdowne@swimrsa.org) describing your leadership experience and interest in supporting Raleigh Swimming Association.

*Raleigh Swimming Association is an equal opportunity employer.*