

Announcement – Executive Director  
Minnesota Swimming, Inc.  
***\*Strong Internal Candidate Identified\****

As the most senior staff position within the organization, the Executive Director is responsible for strategic leadership, to ensure the organization’s future relevance, credibility, growth, and viability. The Executive Director works directly with the Board of Directors to establish organizational objectives and priorities that are aligned with the needs and mission of Minnesota Swimming. The Executive Director reviews, monitors, and evaluates the progress of priorities and ensures that its objectives and operating requirements are achieved annually.

This position functions as the “Face of the LSC” and acts as a goodwill ambassador for Minnesota Swimming, to USA Swimming, as well as to each individual club and team within the LSC (Local Swimming Committee – a separate and independent corporation to whom USA Swimming, Inc. has delegated certain governing and supervisory responsibilities within the geographic boundaries designed by USA Swimming). Additionally, the Executive Director works with community, civic, and business leaders; local partners; individual club leaders; and USA Swimming personnel to foster strong relationships within the community and with its stakeholders. The Executive Director actively facilitates achievement of the LSC’s goals and objectives via collaboration and partnerships, and through involvement of the greater swimming community.

The Executive Director reports to and is accountable to the Minnesota Swimming Board of Directors. The Executive Director is responsible for the recruitment, hiring, training, and management of a professional staff to support the achievement of annual and long-term goals and objectives.

Salary is commensurate with education and experience.

**Specific Responsibilities**

The Executive Director is responsible for the strategic day-to-day leadership and operations of Minnesota Swimming, which include the following priorities:

- In conjunction with the Board, lead the development and implementation of Minnesota Swimming’s operational strategy and annual goals. Provide monthly or quarterly updates to the Board on all operational aspects of Minnesota Swimming, including financial status; programs; operations/procedures; and communication.
- Responsible for the overall operation and administration of Minnesota Swimming. Continuously monitor annual objectives, ensure goals are achieved and seek out opportunities to improve operations. Lead and manage the affairs of Minnesota Swimming including budgeting; program/procedural direction; review and oversight of LSC governance practices and documents including risk management; and overall management of staff.
- Responsible for the enhancement of Minnesota Swimming’s reputation by being active and visible in the greater community. Raise visibility and increase communication to both internal and external constituents, and work closely with other professional, civic, and private organizations.

- Accountable for the fiscal integrity of Minnesota Swimming. Ensure that Minnesota Swimming's annual report, including financial statements, is developed, reviewed, and approved annually by the Board. In collaboration with the Finance Committee, develop and provide comprehensive budgets to the Board to achieve programming goals. Ensure rigorous accountability and long-term stability through conservative fiscal management of resources. Regularly review service providers and vendor contracts for efficiency and service level adherence.
- Overall accountability for the responsibilities of Minnesota Swimming and its professional staff to include management of application and selection process, payroll functions, reviews, staff development and training, and promotion / demotion / termination as appropriate, in conjunction with the Board's Personnel Committee.
- Encourage, facilitate, and improve the efficiency of the LSC and the application of technology to enable re-engineering of programs and processes to make optimal use of resources and facilitate best in class customer service to its members.
- Oversee the implementation of human resources policies, procedures, and practices including implementation and support of a performance management system to develop, coach, and manage Minnesota Swimming staff. Establish and maintain a positive work environment that reflects the culture of Minnesota Swimming.
- Oversee the Sport Development Director, who, with the assistance of staff and coach leaders, develops and manages a schedule of events hosted by the LSC that provide opportunities for progressive athlete development. This includes constructing bids to host events and seeking out club partners to engage in the hosting experience.
- In collaboration with the Sport Development Director, oversee the development and monitoring of athlete performance objectives and outcomes, to include coach development.
- In collaboration with the Sport Development Director, oversee the planning, implementation, and evaluation of the Minnesota Swimming's programming initiatives to ensure achievement of the mission of the Minnesota Swimming.
- In collaboration with the Sport Development Director, oversee Minnesota Swimming's LSC, regional, and national efforts in the sport of swimming by enhancing teaching, coaching, swimming and club management resources, offering real-world operational experiences, and engaging a wider community necessary to support this. Work with LSC peers, USA Swimming, and the Board of Directors and its committees, to develop programs to broaden the reach of Minnesota Swimming.
- Remain current about emerging and critical trends and best practices in LSC management, technology support, and philanthropy to adopt the most effective practices for Minnesota Swimming programming initiatives.
- Responsible for the oversight of all SAFE SPORT initiatives in collaboration with the LSC Safe Sport Chair.
- Support the planning, organizing, and facilitating of Minnesota Swimming Board meetings, annual House of Delegates programming, convention planning, and other initiatives as directed by the Board Chair.

**Requirements for Position:**

- An exceptional portfolio reflecting 10+ years of experience in a non-profit or for-profit organization and proven experience successfully managing a team of professionals.
- Proven leadership, team building skills, and human resources experience. A demonstrated ability to oversee, communicate, set expectations, and develop staff.
- Superior communications skills, both verbal and written. Preferred experience in marketing and communications.
- Strong executive experience and business acumen, and understanding of financial statements.
- Ability to think strategically and creatively and to develop and implement highly effective strategic plans. Creative problem-solving skills, strong project management skills, and excellent time management.
- Outstanding interpersonal skills to effectively build relationships and interact with Board members, community, business and civic leaders, as well as USA Swimming staff and associates at all levels within the organization.
- Flexibility for time within the LSC visiting events and clubs, as well as outside the LSC engaging in USA Swimming programs and initiatives.

**Preferred Qualifications:**

- Previous experience and understanding of youth sports and/or the sport of swimming.
- Proven skill serving with boards of directors and committees diverse in makeup, time, and purpose; from adults to youth.
- Proven success in leading organizations that frequently interact with decentralized points of governance.

**Education:** Bachelor's Degree from an accredited college or university.

**HOW TO APPLY**

Qualified candidates should submit a cover letter, resume, contact information for three references, and salary expectations to Ann Watanabe, Minnesota Swimming Board Chair, at [MinnesotaSwimming@gmail.com](mailto:MinnesotaSwimming@gmail.com) no later than January 28, 2022.

**Minnesota Swimming Inc. is proud to be an Equal Employment Opportunity Employer**