



PO Box 21811
Charleston, SC 29413

843.607.4890
www.charlestoncommunitysailing.org

Executive Director

Job Description

Mission:

To encourage and celebrate the responsible use and long term stewardship of Charleston waterways by fostering educational and recreational opportunities for all members of our community.

Summary:

The Executive Director's overall role is to implement the strategic goals and objectives of the organization; to enable the Board to fulfill its governance function in collaboration with the Board Chair; and to give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.

Location: Charleston, SC

Reports to: Board of Directors

Classification: Permanent, fulltime position

Pay: Exempt (salaried); 40 hrs/wk; pay commensurate with experience

Benefits: Paid vacation, health benefits, flextime, compensatory time, and other as in the Employee Handbook

Primary Job Duties & Responsibilities:

Strategic Leadership: Lead the organization, employees and Board towards achieving long term goals

- Collaborate with Board to identify, create and implement strategic plans
- Monitor organization operations in accordance with by-laws and industry regulations.
- Develop partnerships with community stakeholders, industry leaders, elected officials and other parties.
- Represent the organization at community and government meetings
- Work with staff and Finance Committee in preparing annual budget; see that the organization operates within budget guidelines.
- Financial, Tax, Risk Management: Recommends yearly budget for Board approval and prudently manages resources within guidelines according to laws and regulations
- Jointly, with the president of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
- Administer contracts and as approved by the Board.
- Re-assess operational fees annually to insure optimal income.

Fundraising and Development: Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, and establishing strategies to approach funders and secure support

- Create and implement annual development plan and strategy
- Cultivate and nurture relationships with current and potential corporate & foundation sponsors, and individual donors
- Develop and grow individual donor base; manage annual giving campaign; cultivate major gifts
- Develop and manage Board fundraising capacity
- Develop and grow corporate strategic partnerships
- Effectively search for, apply and manage grants



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Human Resource Management: Effectively manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.

- Ensure performance evaluations of all staff are completed according to the personnel policies.
- Hiring, promotion, demotion, and disciplinary action in accordance with the personnel policies.
- Review and update of personnel policies and all job descriptions for Board consideration annually
- See that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff development and education.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

Board Administration and Support: Supports operations and administration of Board by advising and informing Board members and interfacing between Board and staff

- Facilitate the work of the Board and its committees by developing resource materials, providing appropriate information, reports, and assisting committee chairpersons as necessary.
- Recommend new policies, programs, and action plans consistent with the vision of the organization; execute all policies/decisions of the Board.
- In conjunction with the Board, recruit and cultivate new Board members with the skills needed to further the goals of organization.
- Provide advice and counsel to the Board to assist in setting policies and monitoring performance

Qualifications:

The ED will be thoroughly committed to the Community Sailing Center's mission. All candidates should have proven leadership, coaching, and relationship management experience.

Desired skills include:

- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Ability to collaborate with and motivate board members and diverse volunteers and donor groups
- Strong written and oral communication skills
- Strong public speaking ability
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, program development, data driven evaluation, delegating, and task facilitation
- Excellence in talent management with the ability to hire, coach, manage, collaborate, and develop high-performance staff and teams
- Ability to work effectively in collaboration with diverse groups of people along the dimensions of race, ethnicity, gender, sexual orientation, socio economic status, age, physical abilities, and religious beliefs
- Ability to convey the vision of the Center's strategic future to staff, board, volunteers and donors

To apply send a single PDF including cover letter, resume, and references to info@charlestoncommunitysailing.org