



## **Executive Director Job Announcement**

The Downtown Sailing Center (DSC) is Baltimore's community sailing center committed to making the sport of sailing inclusive and accessible for everyone. With over 500 members and volunteers, the DSC strives to make Baltimore's greatest natural resource available to all, and welcomes each year thousands of guests on the water from underserved communities. The DSC currently is looking for an outstanding nonprofit professional capable of taking the helm as our new Executive Director and continuing our 30-year tradition of steering one of the nation's leading sailing centers on Baltimore Harbor.

### **JOB DESCRIPTION**

The ideal candidate will have a proven track record as a non-profit administrator and a visionary leader to build upon the Downtown Sailing Center's award-winning reputation and lead it at a time of tremendous opportunity. The Executive Director should have a notable record of leadership and the capacity to further develop an organization in fulfillment of mission and financial sustainability. The new Executive Director of the Downtown Sailing Center will be passionate about enriching the lives of our community, especially persons who would otherwise not have the ability to experience the life lessons of sailing, including youth from marginalised communities, persons with disabilities and others with limited means. The successful applicant will demonstrate a commitment to using sailing as a platform to transform lives and support the community that we serve. In this role, the candidate will possess most, if not all, of the following qualities:

- Visionary, strategic, and facilitative leadership skills, with the proven ability to foster a sense of unity, trust, support, and collaboration among multiple stakeholders;
- The ability to cultivate respect through all business channels of the organization, including with community, public and private sector partners around Baltimore Harbor and beyond;
- The ability and experience to successfully fundraise from multiple sources, including private donors, corporations, foundations, and government agencies;
- Proven non-profit administration, including strong organizational skills and discipline in the setting of realistic priorities, and running a fiscally sound operation while also driving and supporting the mission;
- Management skills and qualities that demonstrate a commitment to team-building and the empowerment and valuing of staff, members, participants, students, and volunteers; a style that is approachable and genuine;
- Capacity to work successfully with a Board of Directors; and
- Personal qualities include mature decision-making, humility, flexibility, courageous and responsible risk-taking, a sense of humor, and unquestionable integrity.

## **Responsibilities**

The Executive Director is the chief executive officer of the Downtown Sailing Center and reports directly to the Board of Directors. The Executive Director provides leadership to and management of all aspects of organizational activity, including oversight of programs, administration and operations, revenue centers, fundraising, financial affairs, facilities, Board relations, and external relations. The Executive Director both takes a hands-on role in executing tasks and delegates/oversees tasks as appropriate given the staffing resources available. It is expected that the incoming Executive Director will work with the Board and interim executive director during the initial transition.

### **Responsibilities include:**

- Deliver core mission of enriching the lives of Baltimore youth
- Oversee delivery and quality of youth and adult sailing and educational programs
- Implement the strategic plan set forth by the Board and evaluate its performance
- Secure annual corporate and grant funding
- Manage four year-round staff who have oversight of seasonal part-time staff (40+)
- Review financial reports, provide updates to the Board of Directors, and recommend adjustments necessary to ensure sound financial operations
- Represent the organization to the Greater Baltimore community, private and public funding institutions, partners, and the general public

### **Additional duties include:**

- Work closely with the Director of Operations to coordinate the anticipated capital campaign for new boats and facility improvements, and other assets to achieve desired growth
- Work with staff and volunteers to coordinate the marketing and communications activities of the organization.

### **Requirements**

- Successful non-profit management track record;
- Exceptional leadership, organizational and interpersonal skills;
- Outstanding written and oral communication skills;
- Proven mentoring and team-building skills;
- Demonstrated talent for building resources: grant writing, corporate gifts, marketing, and business development;
- Ability to maintain and develop relationships with community, corporate, and other partners;
- Background or interest in sailing;
- BA degree minimum; and
- Knowledge of office software including Google Business Suite, Salesforce, and other work productivity platforms.

Knowledge of sailing and the maritime industry is helpful, but not required. This is a full-time position with a competitive salary and compensation, including healthcare benefits and a matching retirement plan after 1-year.

### **Compensation**

- Salary: \$75,000 to \$85,000 per year

The DSC is an *equal-opportunity employer* that embraces diversity, equity, inclusion, and accessibility in the workplace. We do not tolerate any discrimination, harassment, or bias based on race, color, religion, sex, orientation, gender identity, national origin, veteran status, or varying ability. We aim to make Baltimore and the surrounding region a place that welcomes all walks of life, both on and off the water.