



Indianapolis Rowing Center (IRC) Executive Director Job Description

Position Title: Executive Director

Position Summary: The Executive Director serves as the leader of the IRC, appointed by and reporting to the IRC Board of Directors. This individual's primary responsibility is to provide the leadership, vision, strategy, fund development, and marketing for IRC in a cooperative, unified, and open environment that also seeks to increase the diversity of IRC's membership, programs and offerings. This individual will serve as the external liaison to all stakeholders. This individual is responsible for developing the programs, systems and tactics to implement the Strategic Plan and priorities established by the Board of Directors. In carrying out these duties, this individual is responsible for the success of IRC by hiring the appropriate staff; maintaining an operational culture that encourages staff to perform effectively; continually reassess and update plans, programs and goals to determine their appropriateness and cost effectiveness under varying circumstances; delegates authority to responsible staff holding them accountable for agreed upon results while still being ultimately responsible; and ensures that approved plans and programs are carried out and effectively implemented.

Specific Job Responsibilities:

Mission and Strategy: (5 hours/week)

- Develop the club into a top-20 club in the U.S. within the next five years by leading the growth and new standard of excellence across all programs.
- Develop and continually update a 5-year strategic plan.

Fund Development: (20 hours/week)

- Develop and implement a systematic, strategic plan to raise funds to support IRC's mission including annual fund, fund raising events, sponsorships, individual giving and grant writing.
- Develop and implement plans to meet the annual fund raising targets established in conjunction with the Board.
- Co-lead, with the Chair of the Fund Development Committee, identifying prospects, maintaining and managing donor data, managing the affiliated financial records, and ensure proper donor acknowledgements.

Marketing/Public Relations (10 hours/week)

- Represent IRC at community events and external opportunities to recruit participants and promote engagement with other community and rowing entities.
- Serve as relationship manager for onsite community partners (Eagle Creek, Indy Parks, Sailing Club, Indy Sports Corp, NCAA, US Rowing, etc.).



- Serve as spokesperson for the organization through internal and external communications.
- Oversee the Administrative Coordinator to ensure IRC has a strong presence on social media and other outlets.

Management/Operations: (5 hours/week)

- Direct leadership of the Director of Rowing, Boathouse Manager, and Administrative Coordinator. Ensure expectations are met and required certifications and skills are developed.
- Will be responsible for overall safety of all rowers, spectators, and all related activities.
- Responsible for the financial management of the organization working with the Treasurer & Finance Committee to include developing annual budget for board approval. Manages budget vs actuals ensuring proper management of IRC funds.
- Oversee, working closely with Boathouse Manager, ongoing maintenance, procurement, repurposing and improvements to equipment, facility and course. This should include development and implementation of an equipment, facility and course plan that can support the current and future growth of the IRC programs.
- Serves as the representative and director for all regattas and events.

Targeted Outcomes:

- Submit 5-year strategic plan to the board of directors for approval to include a plan to develop the club into a top-20 program in the U.S. within five years by 6/30/21.
- Ensure IRC achieves membership targets across all programs by 12/31/21.
- Develop and implement a systematic plan to raise funds to support IRC's mission by 5/1/21.
- Land at least one major IRC hosted event for 2022 and beyond by 12/31/21.
- Ensure IRC achieves 2021 fundraising targets by 12/31/21.
- Play key role in leading board meetings using the V/TO and scorecard metrics as tools by 6/30/21.
- Ensure all the right people in the right seats in the organization by 12/31/21.

Qualifications:

- Minimum of four years' related professional experience, within or outside of rowing, with a proven ability to be a proactive, self-starter requiring no daily direction.
- Ability to set a vision and strategy and get a diverse group of stakeholders enthusiastically executing to that plan.
- Demonstrated leadership and ability in fund development and managing to a budget.
- A strong communicator, both written and verbal with an ability and willingness to communicate directly and provide feedback with candor and respect.
- Proven ability to build connections with the local community, sponsors, foundations, and other fund development sources.
- Professional and warm demeanor with an aptitude for developing relationships with youth, adults, and colleagues.
- Strong desire and ability to have a presence at IRC events.
- A demonstrated passion for sports and competition.
- Ability to be an active agent in the organization's work to be a diverse, inclusive, and equitable organization.
- High energy level & passion to make IRC one of the top-20 rowing centers in the U.S.



- Ability to effectively work with and communicate with the board of directors.