Executive Director, Treasure Island Sailing Center
Full time, exempt position
Annual salary: $110,000 - $150,000

Background
The Treasure Island Sailing Center (TISC) provides affordable access to sailing and watersports to all Youth, Adults, and Families by offering a variety of sailing education and rental opportunities. Since 1999, TISC has served thousands of youth and adults as a non-profit organization and a US Sailing Certified Community Sailing Center. The UC Berkeley Sailing Team and local Vanguard 15 fleet have trained and competed out of TISC since its beginning. We take pride in the quality of our professionally staffed sailing and educational programs and our generous youth scholarship opportunities. We have over 100 boats in our fleet. TISC is open to the public and anyone is invited to learn to sail and explore the water safely.

Overview
TISC is looking for a creative and motivated Executive Director interested in leading a dynamic and well established, nationally recognized community sailing center located in the heart of San Francisco Bay, into the next phase of its growth. We are looking for a congenial, people oriented candidate able to lead a diverse, young, and energetic team towards a common goal. The Executive Director is the key management leader of the Treasure Island Sailing Center. This position is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include leading fundraising, and providing direction and oversight to marketing and community outreach efforts. The position reports directly to the Board of Directors and works with the Board in order to fulfill the organization’s mission and vision.

Roles & Responsibilities
We envisage a 60%:40% split in time spent between future development of TISC and operational oversight of the organization.

Future Development Responsibilities (60%)

Long term strategic planning
- Refine TISC’s strategic plan which outlines the future vision of TISC
- Lead the strategic plan through to execution including development and oversight of operational plans as needed.
- Effectively represent TISC and promote a positive organizational image to ensure adequate community representation - including with the City of San Francisco and its various departments, a range of permitting agencies (such as the USCG, BCDC), TIDA and other entities as may be needed
- Communicate and coordinate with various planning & development stakeholders such as engineers, architects and contractors related to planning and development

Fundraising
- Develop and implement TISC's fundraising strategy
- Set and achieve fundraising goals for grants, individual donor campaigns and events and activities to increase annual contribution
- Create and build innovative fundraising materials
- Identify individuals and organizations that could help fund the longer term vision for TISC and its development and expansion; and expand existing revenue generating and fundraising activities to support this additional need.
• Act as primary point of contact for current and potential funders, donors and sponsors; leading meetings and presentations and building strong relationships
• Oversee grant applications to ensure support of financial goals and report progress quarterly
• Facilitate the application of large infrastructure grants to support the future TISC facility
• Ensure metrics and accounting are in place to support monthly and annual reporting for all fundraising activities

PR/ Marketing
• Create and implement a PR/ marketing strategy that highlights operational success and promotes long term engagement at TISC
• Deepen and refine all aspects of TISC (predominantly digital) communications
• Lead marketing and communication output for clear and consistent messaging that promotes the current and future TISC

Operational Responsibilities (40%)

Leadership
• Provide thoughtful, executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization’s mission.
• Assure that the organization makes consistent and timely progress in achieving its overarching mission and goals.
• Provide strategic leadership in developing organizational, program and financial plans.
• Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising and communications.
• Manage and motivate staff - direct reports being the Youth Program Director, Business Manager and Waterfront Director
• Ensure effective systems and processes are in place to track and scale progress
• Communicate effectively with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner
• Oversee management team in the development and use of key performance indicators and metrics to drive operational efficiency and quality improvement

Financial
• Participate in long range planning with Board of Directors including recommending growth opportunities and providing supporting data
• Work with the management team in preparing the annual budget; oversee the management team to ensure it operates within budget guidelines.
• Empower and support operational team to effectively manage their budgets for each workstream and report out on a quarterly basis

HR and Operational Responsibilities
• Foster a collaborative, regulatory compliant working environment emphasizing
  • Morale
  • Measurable goals
  • Teamwork
  • Continuous Improvement
  • Personal growth.
• Recruit/retain key management team and conduct annual reviews
• Identify and mitigate liabilities for the organization by ensuring the management team is implementing all aspects of the employee handbook, best safety practices, and the emergency response plan.
Qualifications, knowledge, skills & experience
All candidates should have proven leadership, coaching, and relationship management experience. Specific requirements include:

- Advanced degree, ideally an MBA, with at least 8-10 years of senior management experience; track record of effectively leading and scaling a performance and outcomes-based organization and staff
- 4+ years of sales, business development or fundraising experience
- Passionate about the future expansion and development of TISC
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage and collaborate with a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Dynamic, positive attitude, mission-driven, and self-directed

Equal Employment Opportunity
TISC values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. TISC is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

Applications
To apply for this position, please email cover letter and resume to manager@tisailing.org.