

## **Executive Director Job Description**

### **Summary**

Three Rivers Rowing Association (TRRA), one of the largest community rowing organizations in the United States, seeks a mission-driven, relationship-oriented Executive Director to lead the organization into its next phase of growth.

The Executive Director serves as TRRA's chief ambassador, fundraiser, and strategic leader—responsible for advancing the organization's mission, growing contributed and earned revenue, strengthening membership, and ensuring long-term financial sustainability. This role requires a visible, externally focused leader who can inspire donors, members, partners, and volunteers while effectively managing a complex community-based sports organization.

### **Mission & Strategic Leadership**

- Serve as the primary steward and champion of TRRA's mission to deliver safe, sustainable, and inclusive rowing and paddling programs for a diverse community.
- Partner with the Board of Directors to advance TRRA's strategic plan and long-term vision.
- Act as TRRA's lead spokesperson and advocate locally and nationally, enhancing the organization's profile and reputation.
- Keep the Board informed of organizational performance, risks, opportunities, and external factors influencing the organization.

### **Development & Revenue Growth (Primary Responsibility)**

- Lead and personally participate in fundraising, including cultivation, solicitation, and stewardship of individual donors, major gifts, foundations, and corporate partners.
- Grow annual contributed revenue and membership revenue in alignment with board-approved goals.
- Build and manage a major gifts pipeline, including donor identification, engagement strategy, and solicitation planning.
- Partner with and coach Board members in fundraising activities and donor relationships.
- Oversee development staff and fundraising operations, including annual giving, sponsorships, grants, and donor communications.
- Provide executive oversight and visibility for major fundraising events and regattas, including the Head of the Ohio Regatta and Pittsburgh Indoor Sprints

### **Membership & Community Engagement**

- Lead strategies to grow, retain, and engage TRRA's diverse membership base, including youth, adults, masters, and adaptive athletes.
- Strengthen pathways from participant to member to donor to advocate.
- Foster a strong culture of volunteerism in support of both daily operations and long-term organizational goals.

- Build partnerships with schools, universities, community organizations, and regional stakeholders to expand access and impact.

#### Management & Operations

- Provide leadership and oversight for staff hiring, performance management, professional development, and organizational culture.
- Oversee the planning, delivery, and evaluation of all programs, ensuring alignment with mission, safety standards, and community needs.
- Ensure the efficient operation and long-term sustainability of TRRA's boathouse and indoor training facilities.
- Balance operational excellence with an external-facing leadership presence.

#### Finance & Governance

- Manage and optimize an annual operating budget of approximately \$1.5–2 million.
- Ensure strong financial controls, transparency, and reporting in partnership with staff and the Board.
- Support Board governance, committee work, and strategic decision-making.

#### Preferred Qualifications

- Bachelor's degree required; advanced degree preferred.
- Demonstrated success in nonprofit leadership with significant responsibility for fundraising and revenue growth.
- Proven experience soliciting and closing individual and major gifts.
- Experience working with or supporting a fundraising Board.
- Strong financial acumen, including budget and facility oversight.
- Excellent interpersonal, communication, and relationship-building skills.

Passion for community-based sports, mission-driven organizations, or rowing/paddling strongly preferred.

#### Position Details

- Reports to the TRRA Board of Directors.
- Salary range: up to \$100,000, commensurate with experience.
- Limited domestic travel required.
- Successful candidate must complete state, federal, and USRowing background checks.
- TRRA is an Equal Opportunity / Affirmative Action employer.