



## Executive Director

### Potomac Valley Swimming (PVS)

#### Position Summary

The Executive Director is the chief administrative and operational employee of Potomac Valley Swimming (PVS). Reporting to the General Chair and working under the direction of the Board of Directors, the Executive Director implements Board-approved policies, oversees day-to-day operations, coordinates staff and contractors, and supports the work of PVS volunteers. The position is remote, as PVS does not maintain a permanent office, and requires significant evening, weekend, and travel commitments.

#### Organizational Relationships

Reports to the General Chair and Board of Directors. Works collaboratively with elected officers, committee chairs, member clubs, coaches, officials, athletes, volunteers, the LSC Services Manager, Treasurer, Registrar, Webmaster, Social Media Coordinator, Equipment Manager, and USA Swimming.

#### Primary Responsibilities

- Coordinate daily operations and administrative systems.
- Implement Board policies and strategic initiatives.
- Maintain compliance with USA Swimming, Safe Sport, MAAPP, and PVS governance requirements.
- Serve as the primary administrative resource for member clubs and stakeholders.
- Maintain organizational records and corporate documents.
- Support athlete, non-athlete, and club registration processes with the LSC Manager/Registrar.
- Coordinate annual meet scheduling, sanctions, bids, and competition calendars.
- Lead planning for championship meets, House of Delegates, camps, clinics, Swimposiums, leadership programs, and Board events.
- Coordinate all PVS travel including Eastern Zone teams, USA Swimming Summit, Convention, camps, and Board-approved travel, including hotels, transportation, apparel, registrations, and logistics.
- Coordinate administrative financial processes with the Finance Vice Chair and Treasurer including invoices, reimbursements, budget tracking, reconciliations, audits, and vendor payments.
- Supervise and coordinate the work of the LSC Services Manager and contracted Webmaster, Social Media Coordinator, and Equipment Manager.
- Oversee communications, website coordination, newsletters, email, and stakeholder inquiries.
- Assist with sponsorships, fundraising, partnerships, and revenue development.
- Prepare Board reports, agendas, presentations, action-item tracking, and strategic planning support.

## **Qualifications**

Bachelor's degree or equivalent experience preferred. Five or more years of experience in nonprofit, sports administration, event management, or membership organizations preferred. Competitive swimming/USA Swimming experience strongly preferred. Strong organizational, communication, project management, financial coordination, and technology skills including Microsoft Office, Google Workspace, Team Unify, SWIMS, Hy-Tek, Constant Contact and possibly Swimtopia and Meet Maestro.

## **Work Environment & Compensation**

This is a full-time exempt remote position. The applicant should reside in the DMV. PVS currently has no permanent office; the Executive Director works from a home office. Evening, weekends, and travel is expected as needed. Salary: \$75,000–\$90,000, commensurate with experience. PVS does not currently provide employer-sponsored medical, dental, vision, or retirement benefits; however, a QSEHRA is available.

## **Required Attendance**

Board meetings, House of Delegates, PVS Championship Meets, camps, Eastern Zone Meetings, USA Swimming Summit, workshops, and other meetings as directed.

## **Performance Evaluation**

Annual evaluation based on operational effectiveness, event execution, stakeholder service, financial administration, communication, strategic initiative implementation, and Board support. Initial 90-day review included.

## **Application Process**

Submit a cover letter, resume, and two professional references to Trish Buswell Admin@pvs swim.org. Applications are accepted until filled.