



# BAINBRIDGE ISLAND ROWING

## Director of Rowing

### About Bainbridge Island Rowing



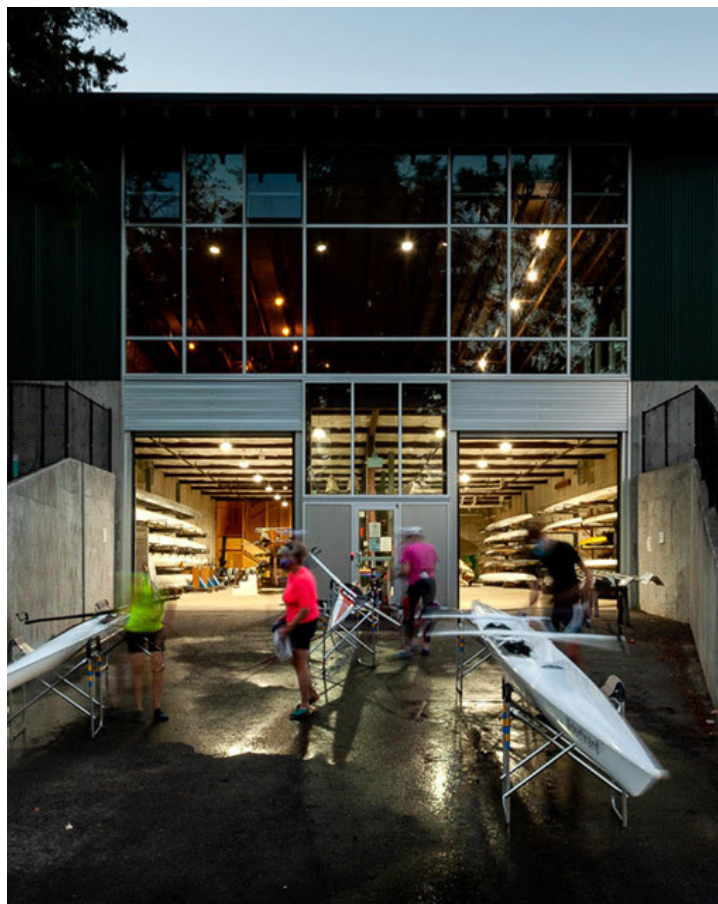
**Bainbridge Island Rowing (BIR)** is a thriving 501(c)(3) non-profit changing lives through the sport of rowing in the heart of beautiful Bainbridge Island, Washington. Established with humble beginnings in 2001, BIR is proud to have debuted our fully realized and community-funded new facility in Fall 2023. Overlooking Eagle Harbor, the new **Stan Pocock Rowing Center** in Waterfront Park is adjacent to the downtown Winslow core and a short walk to the Seattle / Bainbridge ferry terminal.

BIR boasts year-round youth and adult programs designed to foster a love for rowing at all experience levels and to cater to both recreational and competitive goals. Our organization is currently 200 rowers strong aged 14 to 89 plus a small army of dedicated volunteers, many of them parents, who all share a passion for the sport and our people. Backed by this incredible community and our talented coaching staff, BIR consistently produces regionally and nationally competitive crews.

Operating on \$1.1 million in annual revenue, BIR is led by an active 17-person Board of Directors and supported by 22 part-time staff including 17 coaches. Our financial stability is reinforced by our new facility doubling as a rental venue during gaps in programming. BIR is fully committed to creating a welcoming and inclusive environment where everyone has the opportunity to realize their potential. We aspire to attract rowers, parents, volunteers, donors, and employees with diverse backgrounds, heritage, and experiences. All are welcome here.

With the retirement of our esteemed Director of Rowing **Bruce Beall** on the horizon, BIR is seeking a new leader to step into this pivotal role in our organization. This individual will bring 1) their personal experience as a competitive rower and mentor to the table, alongside 2) their professional experience managing operations, communicating effectively with multiple audiences, and developing talent and programs.

[Learn more about BIR here](#)



## Position Summary:

**The Director of Rowing (DOR)** is a full-time exempt position reporting to and in partnership with the Board Vice President. The DOR is the driving force behind BIR's rowing programs and coaching initiatives. With oversight of a \$700,000 budget, 5 direct reports, and 17 part-time coaches, the DOR plays a pivotal role in ensuring BIR's continued success.

Embrace the opportunity to set the tone in the room as the common denominator among all of BIR's constituents. Balancing a big-picture perspective with a sense of humor is key as you work to build relationships and inspire alignment among people and programs throughout the organization and our larger community.

## Key Responsibilities:

## **Leadership:**

- Be the face and voice of Bainbridge Island Rowing programs. Model safety, respect, inclusion, and teamwork.
- Be solutions-focused: Lead, support, and advocate for coaches and volunteers in forming realistic plans and measuring success.
- Collaborate with BIR staff, volunteers, athletes, and parents to balance expectations while ensuring the success of the rowing programs and BIR as a whole.
- Connect and cultivate positive relationships within BIR and with our broader community.
- Strive for continuous personal growth, and model that.
- Strive for continuous improvement in rowing programs.

## **Coaching and Staffing:**

- Define and manage the youth and adult rowing programs to meet the desires of members and the needs of BIR.
- Recruit, develop, and mentor the rowing programs staff.
- Ensure that coaches and rowing programs staff maintain the required certifications, with the support of the Programs Coordinator.
- Inspire and support athletes in meeting their goals.
- Meet and exceed rowers' expectations of BIR programs.
- Serve as a coach for assigned teams.

## **Programming and Administration:**

- Define and oversee rowing programs in alignment with BIR's strategic plan.
- Manage youth and adult programming and registration process with the support of the Programs Coordinator and Registrar.
- Develop youth and adult rower recruitment strategies.
- Oversee regatta logistics and efforts, including travel planning, budget management, and equipment handling with the support of coaches and volunteers.
- Collaborate with the Safety Officer on safety policies and compliance.
- Support the SafeSport Coordinator and coaches in promoting SafeSport and the Code of Conduct, and address issues as they arise.
- Maintain strong relationships with the rowing community, local high schools, the City of Bainbridge Island, Bainbridge Parks District, the Harbormaster, and other community partners.

### **Fiscal Management:**

- Partner with the Treasurer and Vice President to develop annual operating and capital budgets.
- Monitor and manage the rowing programs budget.
- Work with the Treasurer to ensure timely payments from rowing programs participants.

### **Communication:**

- Maintain open lines of communication with athletes and parents.
- Facilitate regular internal communications including newsletters to be sent by the Programs Coordinator.
- Ensure external-facing rowing programs content is current, including website and marketing materials.
- Attend and contribute to monthly Board meetings.

### **Facilities and Equipment:**

- Oversee Rowing Center operations in collaboration with the Business Director.
- Maintain rowing programs equipment, inventory, and workshop with the Boatperson.
- Working with the Board Secretary and Programs Coordinator, ensure the equipment inventory is current, registered, and properly insured.

### **Funding Support:**

- Collaborate with the Board and Business Director on fundraising activities.
- Provide program data for grant applications and sponsorships.



# Qualifications:

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and directly transferable skills. BIR is seeking candidates who bring a diverse and compelling blend of experience, skills, and credentials in some or all the following areas:

- Competitive rowing and/or coaching experience. USRowing coaching credentials preferred.
- Demonstrated success in operations management of a similarly sized organization and/or programs.
- Demonstrated success in organizational and operational management of 5 or more staff and multiple programs. Experience building and managing rowing programs and operations is preferred.
- Proficiency in Excel, Word and/or Google Workspace. Capacity to learn and employ relevant tools including iCrew and Regatta Central.
- Experience maintaining boathouse equipment and/or the capacity to learn.
- Washington State Boater Education Card.
- SafeSport certification and background check.
- Driving record acceptable to BIR's insurance carrier. Ability to drive a boat trailer preferred.
- Proficiency with driving a coaching launch.

## **Ability to:**

- Lead, communicate effectively, and inspire others.
- Attract, develop, cultivate, manage, and empower a high-performing team.
- Set clear and realistic expectations for employees and volunteers.
- Promote a culture of collaboration, learning, continuous improvement, trust, and excellence.
- Optimize operations and build efficiencies while maintaining quality and mission focus.
- Prioritize resources.
- Lead a complex array of multiple simultaneous projects and programs.
- Build alignment and support among people, teams, and programs.
- Communicate effectively through different media and with diverse audiences.
- Listen carefully and thoughtfully. Bring high emotional and social intelligence.
- Maintain perspective and sense of humor.
- Coach and develop rowers to support their personal goals in alignment with BIR goals.
- Bend, reach, twist, squat, lift 35 pounds and climb stairs.
- Work some evenings and weekends.
- Keep perspective and have a good sense of humor.

## **Commitment to:**

- BIR's mission and work

- Engaging and developing rowers and coaches at all levels
- Community engagement
- High integrity, enthusiasm, humility, transparency, honesty, inclusivity, and authenticity
- Strengthening programs
- Personal growth



## Compensation and Benefits:

The DOR position offers an annual starting salary range of \$72,800 - \$83,200 based on experience. The compensation package also includes:

- Work-life balance
- Flexible work schedule allowing for in-person and remote work
- Nine paid holidays plus 12/25 - 1/1
- Sick leave and four weeks of paid time off
- Paid family and medical leave
- Casual dress
- Complimentary BIR membership and rowing fees: Enjoy full access to our rowing club facilities, amenities, and programs. Active participation in our rowing programs is invited and encouraged.
- Collaborative and supportive community: Join a vibrant and inclusive community where teamwork, support, and excellence are celebrated. Work alongside a positive and engaged multi-age team of colorful characters with a shared passion for rowing and community.
- All the perks of a small-town setting combined with island living and easy access to Seattle (a 35-minute ferry ride away).
- Enjoyable atmosphere: BIR embraces a spirit of fun and camaraderie, fostering a positive and enjoyable work environment.

## To Apply:

Please submit your resume and cover letter to the attention of **Board President Jill Bamburg**.

Send as a single combined Word document or PDF to [jobs@BainbridgeRowing.org](mailto:jobs@BainbridgeRowing.org).

*Bainbridge Island Rowing is an equal opportunity employer committed to diversity, equity, and inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

