

Executive Director – Inter-Collegiate Sailing Association (ICSA)

Employment Type: Full-time

Location: Remote (East Coast preferred due to travel logistics)

Travel: ~20 days total. In-person attendance required for major collegiate sailing events & meetings, e.g., all college sailing national events.

Position Overview

The Inter-Collegiate Sailing Association (ICSA) is the governing body for collegiate sailing in the United States, overseeing national championships, competition rules, and member conferences. ICSA provides student-athletes with competitive opportunities and ensures the integrity of collegiate sailing events.

The Executive Director is responsible for the administrative leadership and management of ICSA. This role ensures effective governance, operational efficiency, and strategic execution while supporting ICSA's committees, championships, and sponsorship initiatives. The Executive Director must be highly organized, proactive, and capable of working independently while coordinating across multiple stakeholders. A deep passion for sailing or collegiate sports is essential for success in navigating the organization's structure, priorities, and stakeholder needs.

Key Responsibilities

Calendar and Task Management (~40%)

- Maintain a comprehensive ICSA Operations Calendar, tracking all critical dates related to championships, meetings, and deadlines.
- Distribute tasks and action items from Board meetings and ensure follow-up on outstanding work, providing a bulleted "work order" as necessary.

Committee Support and Documentation (~25%)

- Administer support to various committees, conducting research and providing documentation to facilitate their work.
- Oversee the creation and maintenance of operational manuals for committees, including essential dates and workflow processes.

Governance and Compliance (~10%)

- Master the ICSA by-laws and governance documents, ensuring ongoing compliance with all regulations and timely updates.
- Document and maintain workflows for each committee, including their structure, work volume, and pending tasks.

Web and Communication Management (~10%)

- Organize and update the ICSA website, performing regular audits to remove outdated content and incorporate new information.
- Manage communications, ensuring all stakeholders receive timely information regarding events, policies, and sponsorships.

Championship & Meeting Support (~10%)

- Travel to and provide support for all major collegiate sailing events and meetings, including all college sailing national events.
- Organize, manage, and attend in-person Winter and Annual Meetings (venue reservations, tech setup, and task distribution).
- Ensure accurate documentation of meeting minutes and follow-up on action items assigned to committees.

Sponsorship Management (~5%)

- Act as the primary liaison for sponsors, ensuring all contracts are fulfilled and maintaining a current database of sponsor requirements.
- Develop strategies to secure new sponsorship opportunities and support existing sponsor relationships.

Qualifications

- A deep passion for collegiate sailing or collegiate sports, ensuring a strong understanding of the sport and its operations.
- At least 2 years of administrative and governance experience, ideally within nonprofit, collegiate, or sports organizations.
- Highly organized, proactive, and detail-oriented, with the ability to track and manage multiple long-term projects.
- Excellent written and verbal communication skills.
- Ability to work independently while coordinating with board members, committees, and event hosts.
- Experience managing large-scale events and competitions preferred.
- Ability to travel to major collegiate sailing events, including all college sailing national championships.

Compensation & Benefits

- Salary range: Available upon request
- Benefits: Stipend for health care; Travel expenses covered for required events.

Interested candidates should submit a **resume and cover letter** detailing their qualifications and experience. Applications will be reviewed on a rolling basis. For questions or submissions, please contact: Greg Wilkinson (president@collegesailing.org)