



Contractor: ICSA Executive Director

Summary

The Inter Collegiate Sailing Association (ICSA) represents college sailing teams and conferences throughout the United States and Canada. From the first collegiate competitions in the early 1900s, college sailing has grown to support more than 175 teams representing a broad range of universities and colleges. The ICSA fosters competition between teams and individuals guided by the principles of fair play, camaraderie, equity, and inclusion. With its vision in 2020 and Beyond, the ICSA has laid the groundwork for growth over the next five years.

The ICSA is seeking to enter an 18-month contract with a qualified individual to serve as their Executive Director. Respondents to this RFP will be referred to as ‘candidates’.

The ideal candidate will have a breadth of skills that allows them to engage with a diverse group of stakeholders, including volunteers, board members, coaches, and supporters, while moving the group forward towards our common goals. Notable among these skills are excellent communication skills, strategic thinking, marketing & fundraising, sports and nonprofit management.

The contracted Executive Director will be responsible for overseeing the overall operations of the ICSA, including relationships and engagement with our seven geographically-distributed conferences. The contract will be approved and evaluated by the ICSA Board of Directors; contract will be subject to review every six months and is eligible for renewal at the completion of the term.

Duties and Responsibilities

- Serve as the ICSA’s most visible spokesperson, communicating clearly and effectively for the organization and its board of directors.
 - Speak for the organization to news and media outlets.
 - Work with Communications Committee to have a detailed communications plan to promote our events and respond to urgent messaging needs.
- Marketing and promotion of ICSA and College Sailing
 - Improve promotion of ICSA events and the sport in general through sponsorship and media partnerships.
 - Direct the development and management of a sponsorship program to support ICSA’s revenue goals and increase awareness of college sailing.
 - Bring additional content to the ICSA’s website, live streaming, and social media.
- Fundraising and Development
 - Create and staff an ICSA Development Committee with the aim to secure philanthropic gifts in support of the ICSA. The ICSA is a 501c3 charitable organization.

- Management of key volunteer relationships, including an active and engaged board of directors, numerous sub-committees, and other ad-hoc relationships.
 - Staff meetings and prepare agendas for several monthly committee meetings (Competition, All-American, Executive Committee, Communications, TIDE)
 - Build agendas and distribute materials for ICSA Winter and ICSA Annual Meetings; work with ICSA Board Secretary to meet notice deadlines and streamline meetings to topics necessary for full board discussion.
 - Attend committee meetings, annual meetings and periodic conference meetings, as required.
- Support and serve as a resource to member institutions, team leaders and coaches in all aspects of team management.
 - Create resources for teams at different stages of development; including new teams, teams looking to become more competitive, coached club teams and varsity programs.
- Optimize the organization's relationships with US Sailing, Interscholastic Sailing (High School) and other sailing organizations to provide opportunities for the ICSA in funding, expansion, and development of key resources (e.g., TechScore)

Qualifications

Successful candidates will have some or all of the following qualifications:

- Bachelor's degree
- A minimum of 5 years of professional experience
- Strong volunteer and board management skills
- Familiarity with NCAA rules, regulations, and compliance
- Participation in or leading strategic and budgetary planning
- Experience in collegiate sports administration and/or nonprofit administration
- Strong organizational and administrative skills
- Excellent written and oral communication skills
- The ability to travel to events, meetings and competitions throughout the United States

Equal Opportunity

The ICSA is committed to providing equal opportunity to candidates without regard to race, religion, age, sex, gender identity, marital status, disability, national origin, ancestry, or any other characteristic protected by law.

Timeline

RFP Announced	August 1, 2021
RFP Closed	September 30, 2021
Candidate Interviews	October 15-31, 2021
Contract Start Date	December 2021

Compensation

ICSA targets a range of \$105,000 – \$135,000 for the duration of the 18-month contract.