



## **High Performance Director**

**Reports to:** Chief Executive Officer

### **Job Description**

#### **General:**

- Lead the US Sailing Team and all of its associated high-performance activities, including but not limited to the US Olympic Sailing Team, the Pan American Sailing Team, the Olympic Development Sailing Program, through coaches, program directors and appropriate partnerships for these activities.
- Execute Project Pinnacle, a top-level performance plan and program, to deliver results that put our athletes in positions to gain podium finishes in the Olympic Games, Pan American Games, and World and Intercontinental Championships.
- Develop and lead world-class sailors to excel in international competitions.
- Develop and lead coaches and staff to support athletes in achieving their highest level of performance and excelling in international competitions.
- Develop excellence and professionalism, in tandem with the US Sailing CEO and senior management, throughout the Olympic department and the US Sailing Association.
- Oversee all performance and performance-related operational aspects of the US Sailing Team including but not limited to athletes, coaches, technology, financials, operations, and logistics, and any partnerships to supplement and support such aspects.
- Design structure of Olympic department to maximize performance of athletes, coaches and staff.
- Turn around the performance of the US Olympic Sailing Team and position the Team for excellence for years to come.

#### **Operational:**

- Develop and execute, in tandem with US Sailing senior management, the US Sailing Team's annual and long-range business plan(s) to achieve the missions stated in Project Pinnacle.
- Create and maintain a permanent training center for the US Sailing Team (in Long Beach or other appropriate location).
- Write and submit the annual High Performance Plan to the CEO, the Board of Directors and the USOPC.
- Collaborate with the CEO, SVP Development, and SVP Partnerships and Memberships on team branding, communications, and marketing to enhance the national brand of the US Sailing Team, including athlete promotion, logos, and promotions.
- Promote national awareness of athletes and development of athlete heroes.
- Ensure the highest professional standards are met at all team facilities, functions, and environments.
- Develop appropriate Team Agreements and Commercial Agreements with the athletes.
- Collaborate with the CEO and senior management in consideration of certain partnerships to supplement the US Sailing Team's operations to further support athlete and coach development.



- Develop structure to allocate resources appropriately for athletes based on merit, skill, and cadence, adjusting equitably when resources are limited.

#### **Financial:**

- Create annual operating and capital budget for the US Sailing Team and the Olympic Development Program in coordination with the CFO and CEO.
- Collaborate with the CFO to prepare required monthly financial reports as required.
- Negotiate, approve and sign agreements within limits of approved budgets. Seek approval of the CEO and CFO for expenditures outside of approved budgets.
- Oversee purchases and monitor purchasing procedures and requirements for all US Sailing Team and Olympic Development Program assets.
- Ensure proper policies and procedures are in place to protect the US Sailing Team's physical assets.

#### **Staff Supervision:**

- Uphold the "Athletes First Culture" referenced in the core values of the USOPC with fair and transparent systems and policies.
- Work with the Olympic department staff to plan, develop and approve specific operational policies, procedures, methods, rules and regulations, training and professional development, work schedules, internal controls and a performance appraisal system for athletes, staff, coaches, and contractors.
- Oversee staff functions and direct responsibility for the Olympic department staff, including:
  - Lead staff to achieve goals as outlined in "Operational" above and Project Pinnacle.
  - Ensure the highest professional standards in workplace ethics and building a "culture of excellence" within the Team.
  - Hire, determine compensation, provide feedback and recognition, and, if necessary, terminate the Olympic department staff in accordance with US Sailing compensation policies and guidelines with support from HR.
  - Develop and grow Olympic staff to create a vibrant, growth-oriented staff culture, through strong leadership and role-modeling such culture.
  - Apply systems, with support from HR, to monitor staff progress toward its stated goals (KPI's) and provide feedback and recognition as appropriate, as well as motivation and guidance.
  - Ensure that all staff are integrated into US Sailing Association and operate as one team.

#### **Leadership responsibilities:**

##### External:

- Be a leader and public face of the US Sailing Team.
- Communicate expectation of a turnaround of the performance of the US Olympic Sailing Team
- Represent the US Sailing Team in all official capacities.
- Participate in selected community activities to enhance the prestige of the US Sailing Team.



- Coordinate Team interaction and relationships with USOPC, World Sailing and additional entities and delegate tasks to staff and or volunteer experts as appropriate.
- Attend Quarterly Athlete Town Halls to be the spokesperson for the vision of the US Sailing Team.
- Ensure adherence to The Ted Stevens Amateur Sports Act, USOPC and US Center for SafeSport compliance and reporting requirements, including ensuring all staff are educated on these requirements and in compliance.
- Interact with and leverage USOPC high performance personnel and resources to ensure best practices in high performance activities and to maximize support for the US Sailing Team.
- Respond to and guide staff, athletes, and coaches in the event of an emergency.
- Ensure that the Team consistently operates in accordance with all applicable local, state, federal, and international laws.

Internal:

- Drive organizational culture as a member of US Sailing Executive Leadership Team.
- Present appropriate regular updates to US Sailing Board as requested by the CEO.
- Serve as a member of International Selection Committee.
- Operate collaboratively with the colleagues of US Sailing Association.
- Support and adhere to all US Sailing policies and the employee handbook.

**Resource Generation:**

- Support the SVP of Development, US Sailing Foundation Board and US Sailing Association Board with fundraising initiatives and donor stewardship.
- Support the Marketing department with sponsorship acquisition and fulfillment for all US Sailing Association properties (including the US Sailing Team).

**General Knowledge, Skills, and Abilities:**

- Significant experience leading critical areas of an organization.
- Significant experience in developing elite athletes and coaches.
- Significant elite sailing and coaching experiences considered a plus.
- Experience as a change agent and leading turnarounds.
- Experience developing and maintaining industry partnerships to supplement successful operations.
- Personal characteristics include honesty, integrity, accountability, leadership, respect, and dedication.
- Able to inspire and motivate others, earn the respect of the members and employees.
- Able to both lead Olympic staff and be part of a larger team.
- Conduct oneself in a responsible and professional manner at all times and encourage other members to do the same.
- Able to be diplomatic yet firm.
- Demonstrate strong interpersonal and communication skills.



- Skilled at setting goals and objectives, delegating tasks, and coaching department managers and their staff.
- Able to think strategically while meeting operational and near-term objectives.
- Able to create and manage budgets.
- Able to manage and lead during emergencies.
- Frequent and extended length travel

**Benefits:**

- Medical insurance
- Vision insurance
- Dental Insurance
- 403(b) with company match up to 5%
- Life insurance
- Long- and short-term disability insurance
- Paid time off, Holidays, Community Service time, bereavement, parental leave, jury duty
- Access to free gym Membership at Roger William University campus
- Access to Roger Williams University cafeteria and lunch options
- Discounts with partners
- Complimentary US Sailing Membership

This full-time position with the US Sailing requires frequent domestic and international travel. The physical ability to do so as well as the documentation required would be a demand for the job. [US Sailing is committed to its non-discrimination policies.](#)

US Sailing provides a vibrant work environment that values creativity, teamwork, and respect. As part of our dedication to the diversity of our workforce, US Sailing is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital/domestic partner status, military and veteran status, genetic information or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Send all inquiries to [HR@ussailing.org](mailto:HR@ussailing.org) or apply formally via our website.