



## Managing Director

The Squash and Education Alliance seeks a dynamic and talented leader for a newly-created position of Managing Director. This important leadership position will report to SEA's Executive Director and manage approximately half of SEA's soon-to-be 10 staff members. The role is about ensuring that SEA does everything with excellence, from the several dozen tournaments, camps, and educational programs that SEA manages for students and alumni, to the operational aspects of the organization like maintaining quality insurance, conducting thorough background checks, sustaining responsible HR policies and procedures, and overseeing inclusive hiring processes. The Managing Director will help oversee SEA's development and communications efforts, and may have donor stewardship and fundraising responsibilities. The Managing Director will be a part of SEA's leadership team, promote a culture of high performance, work with SEA's Board of Directors, and participate in SEA's efforts to start programs in new cities and lead initiatives such as facilitating the launch of club and varsity squash programs at HBCUs.

The Managing Director will help lead SEA at a time of extraordinary growth for the organization, executing current details while also thinking about SEA's long-term vision. Enabled by the largest grant in our history, SEA plans to double the size of our staff, increase the annual operating budget from \$2 million to \$4 million, grow network-wide enrollment from 2,000 to 4,000 students, increase college graduation rates, double the number of SEA students who play college squash, and welcome five new U.S. cities into the network.

**Requirements and Expectations:** Candidates should have 10 or more years of work experience, an exemplary work ethic, excellent interpersonal and writing skills, a can-do and team player attitude, and a passion for SEA's mission. Strong management skills are essential. The Managing Director will need to establish and maintain a positive and collaborative work culture in which the best is brought out in people, deadlines are met, and staff are fulfilled. Personal experience in squash is not a requirement in this role, but familiarity with the sport and the SEA community is highly desirable. Similarly, candidates do not need to have professional experience in education or youth development, but it is strongly preferred.

### Team Leadership & Project Management

- Provide a strong day-to-day leadership presence for SEA's staff and manage approximately half of the team, including the Director of Squash, Director of Education, Director of College and Career, and Director of Program Support and Evaluation.
- Oversee the staff's planning and execution of annual programming events, which include squash tournaments, training camps, educational programs, and staff conferences.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality. Serve as a sounding board and resource for the staff.

### Operations & Human Resources

- Serve as the leader and point-person for all things operational. This includes, but is not limited to:
  - Ensuring compliance and maintaining quality insurance
  - Sustaining responsible and inclusive HR policies and conducting background checks

- Assisting the Executive Director and Finance Director in developing and managing SEA's operating budget
- Identifying practices and improving internal systems to ensure SEA's smooth and sustainable operation

### **External Relations**

- Build and maintain strong relationships with SEA's stakeholders and partners
- Represent SEA in meetings, conferences, and events, serving as an ambassador for the organization and the network
- Support the Executive Director with growth initiatives, such as the launch of new member organizations, and the forming of external partnerships
- Provide support for SEA's development and communications efforts, including donor cultivation and stewardship

**Hours and Travel:** The role requires 3 or more days a week in SEA's New York City office (9am-5pm) and includes regular travel (post-Covid), including visits to SEA member programs and periodic attendance at regional and national tournaments and camps.

**Compensation & Benefits:** \$100,000, with the possibility for higher compensation for the right candidate. Includes 4 weeks of vacation, health insurance benefits, and a 401K matching plan.

**SEA** is the umbrella organization and governing body of a network of 20 U.S. nonprofits and 5 international affiliate organizations that combine squash, academics, mentoring, travel, college support, and career readiness for more than 2,500 young people. Ninety-four percent of the high school graduates of our U.S. member programs matriculate to college, one-third attend top-100 ranked colleges, and more than two-thirds earn degrees in six years or less. SEA leads this network by launching new programs, promoting best practices to ensure the highest quality programming among member organizations, and providing additional educational and athletic experiences for students and alumni. Over the course of the year, SEA organizes dozens of tournaments, camps, educational programs for students, and conferences for staff and board members.

**Interested?** Send a resume and cover letter to [tim.wyant@squashandeducation.org](mailto:tim.wyant@squashandeducation.org)

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