



Executive Director

Reports to: Board of Directors

Annual Budget: \$3.5 - \$4.5 Million

Total Staff: 100+ (80% PT)

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THE OPPORTUNITY

Wave Aquatics (Wave) is a proven leader in aquatics programming in Puget Sound's Eastside community. From its humble beginnings in the mid-1980s as only a swim team, Wave has grown to manage two aquatic centers and offers comprehensive aquatics programming including swim lessons, competitive swim teams, masters swimming, and community recreation opportunities.

Wave is entering an exciting new chapter as it partners with Eastside municipalities to upgrade and expand facilities and programming to meet growing population demands and increasing interest in high-quality aquatics programs.

Wave seeks an energetic, strategic leader who understands how to scale an organization and manage both the opportunities and challenges that accompany growth. This person will inspire and develop a passionate staff team while mobilizing resources and advancing community partnerships to enhance aquatics facilities. They will bring vision and innovation to ensure Wave continues to provide exceptional aquatics programming for years to come.





THE ORGANIZATION

Wave serves as a vital community resource, providing aquatics programming that enhances health, fitness, safety, recreation, and quality of life for Eastside residents. The organization operates through partnerships with local municipalities and school districts, managing facilities and delivering programs that serve diverse community needs.

Wave's programs include:

- **Swim School:** Providing lessons for all ages and abilities
- **Competitive Swim Team:** A highly regarded program for student athletes
- **Masters Swimming:** Programming for adult competitive swimmers
- **Community Recreation:** Open swim times and recreational programming

The organization operates with a multi-million-dollar budget and employs 100+ staff members across its various locations and programs.

Wave Aquatics is one of the largest employers of teenagers on the eastside (outside of the fast-food industry). Just under 50% of the staff are under the age of 18 and have worked at Wave for less than one year.



THE POSITION

The Executive Director provides strategic leadership to ensure Wave achieves its mission of delivering high-quality aquatics programming to the Eastside community. Working collaboratively with the Board of Directors and staff leadership team, the Executive Director serves as a key thought leader for the organization, developing and implementing strategic plans and initiatives.

The Executive Director directly supervises six team members, including the Aquatics Director, Swim Team Head Coach, Masters Coach, Human Resources Manager, and Accounting staff. In addition, the Executive Director brings the entire pool operations management team (7 members) and the full-time coaching staff (6 members) together bi-monthly for strategic meetings of the two key sides of the organization.



KEY RESPONSIBILITIES

Strategic Partnerships and Community Relations

- Build and maintain strong relationships with municipalities, school districts, community partners, members, and patrons to represent Wave and advocate for its mission
- Ensure equitable access to facilities for all community members
- Lead contract negotiations and management
- Use data-driven decision making to optimize program offerings to meet evolving community needs
- Develop and implement fundraising strategies, including grants and donor cultivation

Organizational Development

- Partner effectively with the Board of Directors to achieve organizational goals and support Board decision-making
- Support Board recruitment, development, and engagement
- Oversee multi-million-dollar organizational budget to ensure fiscal responsibility and sustainability
- Provide financial reporting and analysis to the Board and partners

Staff Team Management

- Lead, inspire, and develop a team of over 100 staff members
- Create opportunities for professional growth and development
- Foster a culture of collaboration, accountability, and excellence
- Ensure appropriate staffing to meet program needs

Facility Development

- Work with municipalities and school districts on facility planning and improvement
- Develop long-term strategies for facility expansion or acquisition
- Ensure effective maintenance and operation of existing facilities



Wave seeks a unique leader who demonstrates interest in and a willingness to learn aquatics programs and shares our vision of offering high quality, safe and accessible aquatics programming for all ages and abilities.

Candidates will be evaluated on the full range of their lived and learned experiences, professional backgrounds, volunteer experiences, and direct and transferable skills. We encourage individuals from diverse backgrounds to apply, as your unique experiences can bring valuable perspectives to our team. We look forward to reviewing your applications and discovering the strengths you can contribute to our mission.

Wave is eager to find candidates who possess a compelling combination of demonstrated experience and skills in some or all of the following areas:

Experience and Skills

- Relevant leadership experience, with focus on managing complex organizational structures and budgets preferably in a nonprofit setting
- Experience effectively hiring, supporting, and managing diverse staff teams
- Demonstrated success working in partnership with a board of directors
- Strong delegation and prioritization skills
- Proficient computer and technology skills
- Financial acumen and ability to effectively review, analyze, and present business information
- Background in fundraising, including grants and major donor cultivation
- Experience with recreational programming and facilities management
- Proven track record of effectively working with external entities to develop successful public-private partnerships
- Understanding of recreation management software

Key Attributes

- **Strategic Vision:** Ability to think conceptually, imaginatively, and systematically to achieve organizational success
- **Relationship Builder:** Skills to catalyze participation and investment from a wide array of constituents
- **Communication Excellence:** Strong speaking, listening, and written communication skills, including the ability to translate strategy into actionable objectives
- **Collaborative Leadership:** Experience working with diverse stakeholders while maintaining organizational priorities
- **Growth Mindset:** Excitement about program and facilities expansion, with willingness to take on challenges that come with organizational growth
- **Operational Excellence:** Detail-oriented with strong organizational skills and ability to implement systems and processes
- **Calm Under Pressure:** Ability to manage crisis situations effectively
- **Equity Focus:** Commitment to creating an environment of equity and access



OPPORTUNITIES FOR IMPACT

- 1. Building Relationships:** Developing strong connections with staff, Board Members, municipal partners, school districts, and community stakeholders
- 2. Learning the Organization:** Understanding current operations, programs, and challenges before making significant changes
- 3. Enhancing Communication:** Establishing transparent and consistent communication channels with all stakeholders
- 4. Improving Reporting Systems:** Developing better data collection and reporting mechanisms to support decision-making and demonstrate community impact
- 5. Managing Facility Transitions:** Oversee the Juanita pool reopening and resumption of programming
- 6. Staff Development:** Ensuring ongoing staff development and training to enhance staff professional growth, that has a positive impact on customer experience and program delivery



LONG-TERM VISION

- 1. Optimize Facility Use:** Evaluate and adjust the balance of pool time allocation between teams, lessons, and community recreation
- 2. Evaluate and Expand Programs:** Evaluate existing offerings and determine how best to serve community needs
- 3. Facility Development:** Make strategic decisions about growth related to building and/or acquiring new pool facilities
- 4. Partnership Enhancement:** Strengthen and expand partnerships within the community
- 5. Community Impact:** Position facilities as beacons for the community, demonstrating the value of shared community assets

COMPENSATION AND BENEFITS

Starting salary for the position ranges from \$120,000 - \$135,000 DOE.

This is a 40-hour per week full-time exempt in-person/in-office position in Redmond. The position requires a willingness to work occasional evenings and weekends with travel to aquatic facilities in Kirkland and Redmond. Wave offers a benefits package including medical, dental, and vision insurance, as well as a retirement plan stipend and annual performance-based bonus. Relocation assistance may be available.

To Be Considered

The position is open until filled, with a priority deadline of June 10, 2025. Candidate materials are reviewed on an on-going basis and initial interviews with Valtas will begin immediately. Cover letters (two pages or less) addressed to the Board of Directors and a resume can be submitted to Valtas at:

<https://valtasgroup.hire.trakstar.com/jobs/fk0pl8w/>

You may direct questions to Ed Rogan at ed@valtasgroup.com or Amy Wasser at awasser@valtasgroup.com

Wave is committed to building a diverse staff and strongly encourages applications from candidates who will contribute to the organization's excellence and innovation.



About Valtas Group

We are proud of our work as **Interim Executive Directors**, supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change.

We **lead the search process** in partnership with the board and staff leadership to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. **Contact us** to learn about our executive interim and placement services and keep your organization moving during any transition or major change.

Our Mission is Guiding Leadership Transitions for Social Enterprises.

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