



Business Operations Director

About this role:

NOVA of Virginia Aquatics, Inc. ("NOVA"), a nonprofit 501(c)(3) organization, is seeking a **Business Operations Director** responsible for overseeing NOVA's day-to-day business operations.

We are seeking a leader who can model the NOVA values and culture daily while working collaboratively and respectfully with the NOVA Head Coach and staff to serve the best interest of the business and members. Our culture requires our leaders to be exceptional in the application of positive, consistent, and effective motivation strategies when working with staff, parents, and any other customers in relation to all aspects of NOVA. Successful candidates will have proven ability to drive team culture by exhibiting a positive attitude and through team building.

About NOVA:

The **MISSION** of NOVA is to develop excellence in swimmers of all ages and abilities. We challenge and motivate our swimmers in a safe, supportive, and inclusive environment so they may reach their full potential in swimming and in life. Our **VISION** is growing a community through aquatics excellence, opportunities, and inNOVAtion - to be a leader in promoting water safety, fitness, and the lifelong sport of swimming through superb programming, facilities, coaching and community engagement. Over the last 35 years NOVA has had great success by instilling the fundamental values of discipline, leadership, goal setting, and social responsibility. Our greatest successes have been helping to develop great kids as well as great swimmers.

Key Responsibilities:

- Recruit, supervise, and evaluate direct reports which include Lessons Director, Facilities Operations Manager, Swim Shop Manager, Office Manager, Events and Fundraising Manager and Accounting Manager.
- Oversight and management of NOVA budgets in collaboration with the Head Coach for areas of responsibility.
- Ensure operational policies and procedures are followed for contracts, agreements, insurance, and human resources.
- Maintain compliance with governing bodies for competitive swimming (USA Swimming and SafeSport).
- Work closely with the Board to provide feedback while delivering on key responsibilities in collaboration with the Head Coach and in alignment with the NOVA Mission and Vision.

Minimum Qualifications:

- 5 years of operations and/or managerial experience.
- Knowledge of non-profit business and management principles, including coordination of people and resources; developing processes and efficiencies; and facilitating positive customer experiences.
- Knowledge of budgeting and financial reporting.
- Detail-oriented with the ability to act independently.
- Demonstrate a cooperative, prompt, and respectful communication style.

Desired Qualifications:

- Knowledge of competitive swim team and aquatic program operations.
- Participation in local sports communities and/or associations.
- Knowledge of working in a non-profit structure under board supervision.

Job Structure:

- Exempt salaried position.
- On-site at the NOVA facilities or other locations TBD base on the needs of the program.
- Minimal travel requirements.
- Both full-time and part-time applicants will be considered.

Compensation:

Salary will be determined commensurate with experience.

Benefits:

- Medical and Dental Insurance.
- 401(k) plan.
- Paid travel as needed for team events.
- Use of NOVA facilities.

Applications will be accepted until January 16th, 2023, interested applicants should submit their resumes to careers@novaswim.org

For additional information:

NOVA Website - <https://novaswim.org/about/>