



## Executive Director / Squash On Fire

### *Job Description*

Squash On Fire, the nation's leading membership-free squash facility based in Washington, D.C., seeks an Executive Director to advance the program to a national level. The ideal candidate will be an exceptional manager, business leader, and strategic planner who can inspire a team and build a community around the leading business model in the sport of squash. The Executive Director oversees the organization's day-to-day operations, interacts with local and national partners, and works with the Squash On Fire team to develop world-class programming and drive revenue across all business areas.

This position reports directly to ownership and has over 20 full and part-time team members to manage.

### **ABOUT SQUASH ON FIRE**

A stunning and award-winning 20,000-square-foot facility located in the booming West End neighborhood of Washington, D.C. With a mission of becoming a leader in offering squash excellence, Squash On Fire and its world-class coaches provide programming for all levels and ages. Our beautiful eight-court facility is complemented by locker rooms, a pro shop, a personal training gym, and our courtside, full-service café and bar. Since our opening in 2017, we have seen unprecedented growth in occupancy and revenue exceeding 20% annually.

Specific responsibilities will include the following:

- Work with ownership to define and implement strategic goals of the organization.
- Provide exceptional management and leadership to all business functions, including marketing, operations, squash programming, technology, and partnership with restaurant operations.
- Work with ownership to mature and advance Squash On Fire's proprietary booking system, Advantage Booking.
- Oversee budget development and management, tracking and regularly reporting on financial and marketing metrics to prove business growth.
- Maintain relationships and negotiate all contracts with partners and vendors, including schools, on-site contractors, third-party vendors, and other users of the space.
- Drive sales efforts, including on-site retail, business-to-business opportunities, and continued distribution of our proprietary booking system, Advantage Booking.

The applicant should be a self-starter who is detail-oriented, hard-working, and always has the "big picture" in mind. They should be creative and a problem-solver who is passionate about community and personal growth, with an understanding of the nuances of racket sports. The applicant should also possess the following:

- Demonstrated experience in the areas of budget development, fiscal management, strategic planning, and team management
- Experience in squash or other racquet sports, collegiate/interscholastic, or professional sports
- Exceptional organizational and administrative skills
- Exceptional written and oral communication skills

## **EDUCATION AND EXPERIENCE REQUIRED**

- Bachelor's degree or higher.
- Evidenced career experience in leadership and decision-making
- More than 8 years of professional experience

## **COMPENSATION AND BENEFITS**

The position is a full-time position. Our benefits package includes, but is not limited to, health, dental, life, short-term, and long-term disability insurance, cell phone, and tuition reimbursement.

All employment decisions are made without regard to race, age, creed, sex, religion, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status, or any other basis as is protected by local, state or federal law.

Interested candidates should submit a cover letter and resume to the search committee at [jobs@squashonfire.com](mailto:jobs@squashonfire.com).