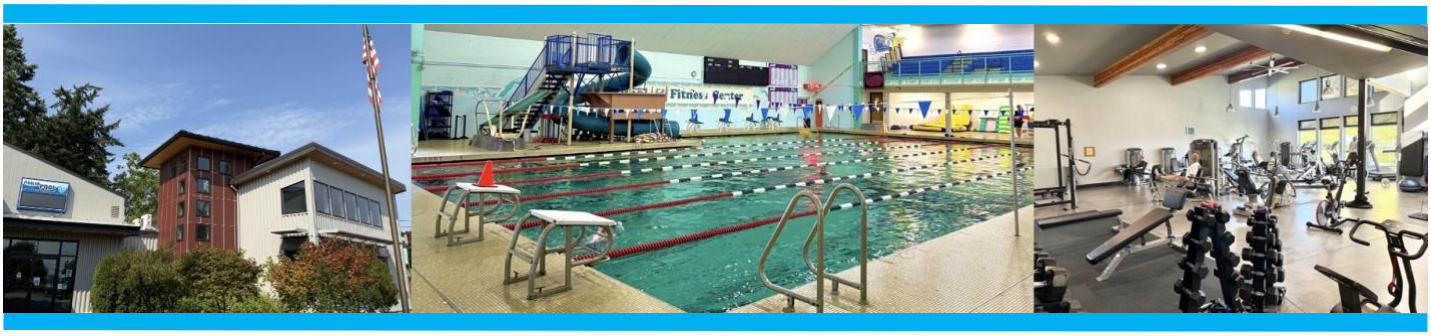
FIDALGO POOL & FITNESS CENTER

Job Opportunity: Executive Director



The Fidalgo Pool and Fitness Center (FPFC) in Anacortes, Washington is seeking an Executive Director who can lead this public recreation district with professionalism, vision, and integrity. FPFC is a much-loved community resource that provides access to pool, gym, and fitness facilities and classes.

The Director will manage a team of independent supervisors and staff; advise and support the governing Board; develop and oversee budgets, financial accountability, and reporting; research, evaluate, recommend, and implement options for the facility's future; and build strong partnerships in the community.

PRINCIPAL DUTIES

- Serves as the chief executive of FPFC under the direction of the Board and in accordance with the rules, regulations, and policies of the District and Washington law.
- Ensures the facility and staff fully comply with all applicable safety, operational, and fiscal requirements, and remains accountable to the Board, clients, taxpayers, and the public.
- Manages the staff team by fostering an inclusive culture where employees feel supported, respected, and empowered to deliver exceptional service.
- Provides rigorous financial management and oversight, collaborative program and budget planning, and transparent, performance-based reporting.
- Audits and approves payroll, retirement, insurance, taxes, bank reconciliation, vouchers, levy documents, and other financial transactions to ensure accuracy, subject to Board review.
- Prepares, justifies, and monitors the budget for effective stewardship of FPFC resources.
- Oversees the maintenance and improvements to aging infrastructure to maximize the life of the facility.
- Engages with the community, promotes the facility, increases awareness of programs, and grows facility use and revenues through marketing, personal connections, and a positive brand.
- Maintains an open, responsive relationship with the Board, staff, clients, our partners, and the community to understand their needs and implement solutions.
- Strengthens and expands partnerships with stakeholders, including Friends of Fidalgo Pool, the Thunderbird Aquatic Club Boosters, Anacortes Public Schools, the City of Anacortes, and others.
- Researches and advises the Board on successful strategies from other pools that have done major renovations or new construction, including building community support and securing funding sources.

THE PREFERRED CANDIDATE: Has a passion for aquatics and/or fitness, exceptional communications skills, and political savvy. Prefers a team-oriented management approach and fosters an inclusive culture in which staff feel supported and empowered. Values relationships and has a collaborative, community-centered mindset and a background that includes establishing impactful partnerships. Joins civic organizations to build bridges to local leaders and initiatives. Prioritizes integrity, credibility, transparency, and accountability. Is analytical and able to ensure full compliance with state and local statutes. Understands the requirements and limitations on public finance and budgeting. Demonstrates administrative, financial, and political acumen, along with a commitment to public service.

REQUIRED QUALIFICATIONS

- Bachelor's degree in public administration, finance, business, management, recreation, or related field.
- At least 5 years of personnel and organizational management experience at a senior level.
- Thorough understanding of personnel management requirements and effective procedures.
- Experience successfully developing and managing programs, projects, and budgets.
- Financial, marketing and communications expertise.
- Demonstrated ability to establish and grow mutually beneficial relationships and local partnerships.
- Familiarity with state statutes regarding public districts, including open meetings and public records.
- Knowledge of Information Technology systems and security, including experience with Microsoft Office products (Word, Excel, PowerPoint, Outlook).
- Expertise with, or the ability to learn, payroll systems and accounting software (QuickBooks).
- Red Cross CPR/AED/First Aid for the Professional Rescuer certification or the ability to earn it.
- Successful passing of criminal background and credit checks, and verification of prior employment.

Equivalent combinations of education, training, and experience that demonstrate the knowledge, skills, and abilities required to perform the position will be considered.

COMPENSATION AND BENEFITS. **The expected salary range is $85,000 - $120,000 per year**. This is an FLSA exempt, "at will" position. FPFC offers a comprehensive benefits package, including:

- Fully paid medical, dental, life, and accidental death insurance for enrolled employees.
- Participation in the Washington State Public Employees Retirement System.
- Use of the FPFC facility, plus a 50% discount for a spouse or domestic partner and dependents.
- Paid vacation and sick leave.
- 7 paid district holidays and 4 floating holidays.

WORK ENVIRONMENT. Located at 1603 22nd Street in Anacortes, Washington, this 51-year old, two-story facility is a smoke-, drug- and alcohol-free environment. The Executive Director is a full-time, on-site position with periodic evening meetings and occasional weekend duties. The full job description, including the environment and physical demands, is available at: https://fidalgopool.com/about-us/employment/.

ABOUT THE FIDALGO POOL AND FITNESS CENTER. FPFC is a public recreation facility that promotes health and wellness among residents of Fidalgo Island and the surrounding area. It has a 25-yard, 6-lane, multi-purpose pool (supporting three swim teams, swim lessons, water exercise, aquatic physical therapy, and recreational swims), a gym, and a fitness classroom. It is owned by the independent Fidalgo Park and Recreation District, a municipal corporation governed by a five-member, elected Board of Commissioners. The 2026 annual budget of $1.8 million comes from user fees and local property tax levies.

FPFC'S TEAM. At the heart of FPFC is our well-trained and passionate staff who help us learn, train, compete, and exercise in a safe, supportive environment. Our team of 5 full-time, professional managers works with over 50 part-time aquatics and fitness staff in a collaborative environment.

INCLUSION. FPFC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to any protected classifications as defined by law.

TO APPLY. Please electronically submit a letter of interest, resume, and a response to the supplemental question to Cindy Marvin, Commissioner, at cindy4fidalgo@gmail.com. The resume should include, at a minimum, your education, any relevant certifications and training, and all full-time jobs (including your employer, employment dates, titles, duties, and supervisor) for the last 15 years. This position is open until filled; the first review deadline is **November 23, 2026**.

Supplemental question: in 2 pages or less, please describe how you have demonstrated the qualities of The Preferred Candidate.