Athletic Director

Salary: Commensurate with Experience
Status: Twelve-month contract Exempt
Reports to: President

Summary

The Athletic Director is responsible for planning, implementing, coordinating, and assessing a quality intercollegiate athletic program that conforms to all institutional, state, federal, and NJCAA guidelines, meets budget expectations, and is responsive to growth and change.

The Athletic Director will manage and lead a diverse group of coaches and support personnel to ensure WSC athletic programs offer an ethical, positive, academically focused, safe, and competitive experience for athletes and all constituencies served by the college.

The Athletic Director will accept a primary role in developing, executing, and evaluating an annual operational plan and a multi-year business plan to enhance student athlete retention, build community relationships, improve facilities, expand marketing and public relations outreach, while increasing fundraising and scholarship development opportunities.

Qualifications

- Master’s degree in athletics/sports administration, business administration, physical education and/or a teaching field. Direct experience as an athletic director or in a similar administrative/leadership capacity will be considered in lieu of degree requirements.
- Experience in fundraising and general budget management.
- Ability to work well with people of all ages from academically, culturally, and socioeconomically diverse backgrounds.
- Practical knowledge and/or the ability to master skills for the daily operation and game time management of sports programs at the secondary, post-secondary, or club level (intercollegiate experience preferred).
- Strong planning and organization skills, as well as the ability to advance multiple tasks to completion.
- Understanding of and/or the ability to learn NJCAA and ACHA recruiting, eligibility, reporting, and operational requirements.
- Strong oral and written communication skills.
- Skills in web design, web site management, and electronic delivery of advertising and game content.