



**Title: Director of Athletics**  
**FLSA Status: Exempt**  
**Position #: TBD**

**Supervisor's Title: President**  
**Role Classification: Staff**  
**Revision/Creation Date: 11/16/2016**

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**Chief Objective of Position:**

As Director of Athletics, the incumbent will evaluate all athletic team programs to effectively plan short and long term strategic goals for the department. This will include accountability for strict compliance with the National Association of Intercollegiate Athletics (NAIA) and development of an annual fundraising plan to generate a minimum \$10,000 goal.

**Job Summary:**

The Director of Athletics is responsible for planning, directing and evaluating the operational, financial and personnel activities of the Athletics Department in accordance with University and NAIA policies and procedures. This position requires a strong commitment to student athletes' academic success and strong support for the strategic goals and mission of the University and its athletic programs. The Director of Athletics ensures full compliance with NAIA and Florida Memorial University regulations and is responsible for the integrity of all athletics programs and the faculty, staff and students employed and/or participating within.

**Required Qualifications:**

Bachelor's degree with a preference of Sports Administration Major; a minimum 5 years progressive experience in intercollegiate athletic program administration; CPR and BLS certification.

**Preferred/Desirable Qualifications:**

- Master's degree and at least 5 years' experience directing a successful NAIA intercollegiate athletic program
- Substantial experience in sports program administration in higher education
- Proven ability to lead a team of skilled athletic professionals effectively and make tough personnel decisions when necessary
- Acumen to gather, analyze, and use data to evaluate and maintain athletic program metrics
- Superb written communication skills and the ability to speak persuasively to a variety of audiences
- A high degree of accessibility and openness to students, faculty and staff

**Education/experience:**

*Job descriptions are not intended, and should not be construed to be an exhaustive lists of all responsibilities, skills, and efforts or working conditions associated with a job. Management reserves the right to revise duties as needed.*

Bachelor's degree with a preference of Sports Administration Major; a minimum 5 years progressive experience in intercollegiate athletic program administration.

**Description of Job Task/Responsibility:**

- Plan, organize and direct all intercollegiate sports programs
- Develop fundraising plans, working collaboratively with University Advancement.
- Provide leadership with sound decision-making with regard to all departmental matters
- Provide leadership to ensure that the Athletics Department has a highly competent and diverse coaching, administrative, and support staff consistent with the University mission
- Provide leadership that adheres to the highest standards of integrity and academic matters, as well as NAIA rules and regulations.
- Responsible for day-to-day supervision of coaches and the Athletic Trainer, ensuring consistent application and compliance with rules and regulations of the University, NAIA, State of Florida and the Federal Government.
- Work collaboratively with Admissions, Financial Aid and Registrar's Office in ensuring athletic scholarships are awarded properly and students are successfully matriculating.
- Work with the Public Relations Department for advertising and Media Relations.
- Develop and oversee playing schedules and related contracts for all sports
- Manage the departmental budget to ensure oversight and expenditure control.
- Responsible for all University purchased equipment and supplies associated with program operation and the inventory of same.
- Ensure all sports programs are conducted in an ethically responsible manner so as to ensure the safety of the student athlete.
- Develop an equivalent recruitment strategy and direct all recruiting activities.

**Work Environment:** This job operates in a professional office environment and athletic environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Position Type/Expected Hours of Work:** This is a full-time Exempt position. Usually work regular business hours, may work weekends or evenings, as events, industry, association and governmental meetings are often held at these times; job related travel at times.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**To Apply:**

Email cover letter of interest, resume, writing sample and list of three professional references from wage-documented previous employer(s) that includes names and contact information to: [jobs@fmuniv.edu](mailto:jobs@fmuniv.edu). Must reference **Director of Athletics** in the subject line of your email.

**Supplemental Information:** The employment process will consist of the completion of an application, background check, reference checks, and interview. Review of application materials will begin ASAP and will continue until the position is filled.

**Florida Memorial University is an Equal Employment Opportunity Employer.**