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Developed by:.....
Reviewed by:.....RB
Approved by:.....RB
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Athletics
DEPARTMENT: Athletics
REPORTS TO: President, University of Rhode Island
GRADE: 22
SUPERVISES: Professional, technical, clerical, janitorial and
maintenance support staff

BASIC FUNCTION:

Develop and manage a diversified and comprehensive Division I athletics program for 22 NCAA intercollegiate teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, develop, and administer a diversified and comprehensive sports program that is integrated into the academic, student life, and advancement areas of the campus community, and which is consistent with the values and philosophy of the University.

Manage a broad range of coaches and staff, and oversee the scheduling of all intercollegiate sporting events.

Develop and administer the athletic budget, ensuring that appropriate resources are expended for purposes in accordance with all University policies and procedures.

Develop and execute an athletic strategic plan which is based upon available and anticipated resources, long-term goals of the University, relevant trends/issues within Division I intercollegiate athletics, and the University's marketplace.

Manage the marketing, public relations, resource development, and other external affairs aspects of athletics in conjunction with both athletic and university expectations and goals. This includes, but is not limited to, media relations, corporate sponsorships, affinity relationships, and athletic capital campaigns.

Plan and manage all athletics facilities.

Serve as a University and an athletic program advocate with both internal and external constituencies.

OTHER DUTIES AND RESPONSIBILITIES:

Hire and supervise departmental administrative, professional and support staff.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree (advanced degree preferred); at least eight (8) years of progressively responsible administrative experience, preferably in intercollegiate athletic administration (candidates from fields that require comparable skills and successes will also be considered); demonstrated ability to effectively manage and lead a broad range of professional staff, and to interact effectively with a wide range of internal and external constituents; background in complex financial issues, with successful experience overseeing a multi-million dollar budget, and the ability to strategically align resources; demonstrated ability to work with appropriate officials and departments to develop and implement an athletics facility plan, plus provide administrative oversight for the maintenance and upkeep of athletic facilities; demonstrated ability to work with appropriate officials to create and implement a long-range athletic strategic plan, with demonstrated success in meeting or exceeding prescribed strategic planning goals and objectives; demonstrated success in athletic and/or other non-profit fundraising; demonstrated ability to generate external resources for athletics (i.e., sponsorships and partnerships, affinity relations, sports promotion, ticket sales); experience with all facets of the media, including demonstrated experience in negotiating television and radio contracts; strong oral, written, and interpersonal communication skills, with a demonstrated ability to serve as an advocate with a wide array of organizational stakeholders and decision-makers; a demonstrated commitment to the academic mission and integrity of a university, with a demonstrated understanding of the proper role of athletics within a campus community; a demonstrated commitment to student-athletes, with a commitment to enhancing the welfare of the University's student-athletes; demonstrated commitment to diversity and equity; demonstrated leadership ability in athletics or some other closely relevant field, with the ability to bring about effective action and effective change. **PREFERRED:** Intercollegiate coaching experience; experience in a collective bargaining environment; demonstrated understanding of NCAA rules and regulations, as well as related intercollegiate policies such as Title IX.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.