Athletics – Director of Athletics

The Director of Athletics is responsible for the planning, management, administration and direction of The Lincoln University Department of Athletics and its programs within the academic mission of the University. The Director will be responsible for all aspects of Lincoln University’s Division II competition. The Director will also be the University’s liaison with the Central Intercollegiate Athletic Association’s Commissioner’s Office. The Director will ensure that all NCAA and University policies and guidelines are followed and that a Model Division II athletic program is maintained at The Lincoln University. While reporting to the President, the Director will also work closely with the VP for Institutional Advancement with regard to University fundraising and marketing activities related to athletics.

Qualifications:
• Bachelor’s degree required. Master’s degree or higher preferred.
• Must have minimum five year’s experience working at the senior athletic administrative level in an educational institution.
• Individuals must have had demonstrated success in fundraising and marketing for athletics.
• Must be able to lead a diverse staff, given the vision and aggressiveness of the current administration.
• Must be able to work varied hours and lead the implementation of major departmental and University initiatives related to athletics.
• Must communicate effectively with people from varied social, educational, and economic backgrounds.
• Must be able to work without constant supervision, make decisions, and have good judgment.
• Must be able to handle multiple tasks and projects and prioritize based on departmental functionality.
• Must be detail oriented with the ability to organize.
• Must be able to make decisions supporting the department’s mission and goals.
• Must have excellent communication skills, oral and written.
• Ability to maintain a high level of confidentiality.
• Must have a high level of professional appearance and demeanor.

Essential Duties and Responsibilities:
• Direct and supervise the administration of the men and women’s athletic programs. This includes all administrative, operational and business functions of the Department of Athletics in accordance with the policies and procedures as established and approved by the President and the Board of Trustees.
• Set forth the department’s funding requirements, and then supervise the overall management and control of the approved fiscal year operating budget for all men and women’s intercollegiate sports.
• Recruit and provide for selection, organization, and supervision of the staff, and delegate specific responsibilities to assure efficient and productive operation of all administrative, business, fiscal and athletic activities of the department.
• Understand and be aware of the value and needs of the student-athletic in general.
• Oversee the compliance of all aspects of the athletic program with the University, affiliated conferences, and the NCAA rules and regulations.
• Plan, develop and consult with the Athletics Advisory Committee on those specific policies, procedures, programs, and methods designed to implement the general athletic philosophy and policies of the University to be recommended to the President.
• Coordinate with the NCAA Faculty Athletic Representative in representing the University at conference, NCAA or other national meetings.
• Organize, direct and participate in activities, which will promote the prestige of the University, the campus, and the Department of Athletics.
• Strive to enhance the relationships and communication with all parties on and off campus who either directly or indirectly have some association with, or interest in, the operations and success of the Department of Athletics.
• Develop and maintain a Department strategic plan (3-5 years) that is consistent with the structure and guidelines of the NCAAs “Model Division II Program.”
• Complete all necessary forms and documents necessary for the University’s participation in any other conferences where Lincoln offers sports but the CIAA does not offer championships.
• Serve on committees that vitally concern athletics or membership in conferences or the NCAA.
• Supervise scheduling of all intercollegiate athletic events and the quality of opponents.
• Maintain an effective communication link with Department of Athletics programs across the country.
• Oversee public relations, speak to civic groups, attend seminars, work with the various media, and work with spectators-at-large on behalf of the Department of Athletics.
• Participate in fund raising programs for the Department of Athletics in conjunction with the division of Institutional Advancement.
• Plan facility and capital projects.
• Evaluate all staff in the department; recommend hiring and dismissal of department personnel to the President.
• Supervise concession income, ticket sales and other income.
• Assume other duties, responsibilities, and relationships as assigned by the President.
**Working Conditions:**

Work is primarily performed in a university campus environment and required a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.