

Athletic Director

Reports to: Principal
Wage/Hour Status: Exempt
Term: 12-month employee

The Athletic Director is a key member of the leadership team who will guide the strategic direction, development, and engagement of our athletics program. This role requires a dynamic leader passionate about fostering a culture of faith, humility, excellence, and integrity. Saint Mark's High School, a 9-12 co-educational school in the Catholic Diocese of Wilmington seeks a visionary leader with a strong record in athletic administration and a commitment to creating an environment that fosters excellence on and off the field. The Athletic Director is responsible for a year-round robust athletic program consisting of 26 teams and over 500 student athletes.

Saint Mark's High School's Athletic Director (AD) leads and manages the school's well-respected and growing athletics program. The AD will support and sustain this momentum by establishing ambitious new program goals, creating a cohesive department philosophy, hiring and developing mission-driven coaches, communicating effectively with all stakeholders, and working with the school's leadership to support the school and Diocesan mission.

Performance Objectives

- Vision and Strategic Planning
 - Develop and articulate a clear mission-aligned vision for athletic excellence.
 - Establish department identity, goals, and standards for all teams. a long-term plan for program growth, resource allocation, personnel, facilities, and the balance between participation and competition.
 - Communicate directions and expectations effectively with all stakeholders.
 - Provide spiritual and professional development for coaching staff.
- Program and Coach Development
 - Design and implement a structured system for training, mentoring, and evaluation to enhance coaching quality and retention.
 - Offer professional development and support for coaches, fostering accountability and consistency in coaching standards.
 - Foster a coaching culture that promotes character and virtue in the athletes, bringing glory to Christ on and off the field.
- Marketing and Community Engagement
 - Sustain and enrich the athletic department's external communication through enhanced social media presence and better marketing of team successes.

- Collaborate with the Admissions Office to attract and retain motivated student-athletes.

Duties & Responsibilities

- Supervise athletic trainers, athletic administrative staff, coaches, and moderators.
- Communicate timely and effectively with parents, student-athletes, school administration, coaches, the Advancement Office, the Guidance Department, faculty and staff, and athletic trainers.
- Prioritize retention and mentoring of coaching staff
 - Conduct pre- and post-season meetings with coaches.
 - Provide professional and spiritual development opportunities for coaches.
 - Assist in the interview and selection process for all head coaching positions and collaborate with head coaches to interview and select assistant coaches.
- Work with the president or principal to address concerns related to parental or athletic programs.
- Act as chief spokesperson for the athletic department.
- Collaboratively work with coaches to ensure equitable funding resources are allocated.
- Develop strategies to increase visibility and engagement for athletics.
- Communicate with the school's administration, student-athletes, coaches, and parents about the academic status and needs of athletes.
- Collaborate with the Advancement Office to secure funding through events and sponsorships for equipment, facilities, and program needs.
- Ensure compliance with school policies, DIAA & league regulations, and applicable laws.
- Develop and manage the annual budget for the Athletic Department, ensuring alignment with approved procedures and financial guidelines established by the Business Office.
- Oversee scheduling of games and use of athletic facilities.
- Ensure that necessary personnel are in place for home and away games/events, including officials and support staff.
- Ensure the safety and well-being of athletes, including making weather-related event decisions.
- Provide a visible presence at athletic events, managing fans as needed.
- Communicate with the facilities team regarding the maintenance of on-campus facilities to ensure the maintenance and updating of indoor and outdoor athletic courts and fields.
- Lead the organization of impactful athletic award assemblies, signing days, pep rallies, and banquets that celebrate student achievements, promote the school's vision, and unite students, families, coaches, and staff in meaningful celebration.
- Represent the school at league, conference, and state meetings.

- Supervise relationship with NCAA through collaboration with the Office of Curriculum and Instruction and The Office of College and Career Counseling to ensure that student athletes meet requirements of the NCAA Clearing House.
- Other duties as assigned by the Principal and/or President.

Requirements

- Bachelor's degree in Sports Management, Athletic Administration, or a related field (Master's degree preferred)
- Minimum five years of progressive responsibility in an athletic leadership position preferred
- Active member of the Catholic Church or strong understanding and appreciation of its teachings and values (preferred)
- Firm understanding of DIAA rules and regulations to ensure school is compliant in all areas
- Full knowledge of the college recruiting process
- Strong understanding of high school sports dynamics, especially within a Catholic school environment
- Ability to foster strong connections and attract motivated student-athletes
- Excellent written and verbal communication skills
- Basic knowledge of social media
- Effective technology skills including use of Microsoft and/or Google Suite
- Effective interpersonal skills with the ability to facilitate meetings between players and coaches, coaches and parents, and coaching staff
- Strong organizational skills to promote a smooth operation of programs
- Excellent time management skills with a proven ability to meet deadlines
- Strong supervisory and leadership skills that promote a collaborative working environment
- Ability to prioritize tasks and to delegate them when appropriate
- Must be able to work evenings and weekends as athletic schedules require.