

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Director of Athletics

POSITION OVERVIEW

The Director of Athletics serves as a primary athletics administrator. This role is responsible for the academic and athletics success of the athletics department. The Director of Athletics shall implement the institution's vision for intercollegiate athletics consistent with the institution's mission and philosophy. The Director of Athletics is also responsible for creating an environment that prioritizes sportsmanship and civility. The Director of Athletics reports directly to the President of the Academy and advises on key institutional and conference operational and strategic issues facing the athletics program. This is a full-time, confidential position.

DUTIES

- Responsible for the development and operation of the varsity and intramural athletic programs in the context of the mission of the Academy.
- Develop policies and procedures for Athletics.
- Plan, coordinate, and supervise the administrative, functional and technical activities of the Academy's athletics operations; setting employee performance goals; direct work; and train staff in operations, policies, and procedures.
- Responsible for recruitment, selection and supervision of personnel assigned to the department.
- Manages budget administration related to the athletic programs.
- Works with the Public Relations department for promoting athletic department activities to the college and the general public.
- Responsible for compliance with NCAA and Conference(s) rules, regulations and procedures.
- In coordination with the Development Office, responsible for the initiation and oversight of fund-raising activities to supplement the department budget and individual sports.
- Responsible for overseeing the maintenance and operation of the athletic facilities.
- Responsible for assisting and supporting the Arts and Science Department in offering credit and non-credit physical education courses.
- Performs teaching and coaching responsibilities as assigned by a supervisor.
- Performs other related duties as assigned.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Ability to embrace the school's mission.
- Proven Leadership and Management Skills: Strong leadership and management skills to delegate tasks effectively and manage personnel.
- Excellent Communication Skills: Must communicate effectively with players, coaches, staff, and other stakeholders. This includes the ability to articulate goals, expectations, and strategies, as well as the ability to listen and respond in a timely matter to feedback and concerns.
- Financial Management Skills: Responsible for managing the financial and budgeting aspects of the entire Athletics Department. This includes overseeing scouting and recruiting budgets, and other financial resources in the day-to-day operation.
- Strategic Thinking and Problem-Solving Abilities: Must be able to think strategically and develop creative solutions to challenges and obstacles.
- Strong Organizational and Time Management Skills: Must manage multiple tasks and projects simultaneously and prioritize their time effectively. This includes setting goals, creating schedules, and tracking progress toward achieving those goals.

REQUIREMENTS

- A bachelor's degree in a relevant field is required; master's degree preferred.
- At least five years working in college or university athletics.
- A minimum of two years of supervisory experience and a successful record of supporting and motivating staff as well as recruiting, motivating, and managing volunteers is required.
- The ability to work effectively with various technologies including but not limited to Microsoft Office Suite required.

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include Board of Trustees, Donors, Alumni, Parents, Students and various external and internal constituencies.
- This job requires the capacity to travel, and work evenings and several weekends as necessary.
- The job is generally sedentary, however individual must be able to traverse the campus grounds and access MMA's ships and boats.
- Frequent use of keyboard and computer screen.
- Occasionally lift and move up to 50 pounds.