



## **Saint James School Athletic Director**

Saint James School is currently seeking a dynamic and visionary leader to serve as the Athletic Director. This position, to be filled in Spring 2024, will play a key role in advancing our mission by developing a compelling vision for the athletic department that promotes our core values, fosters a positive and inclusive student-focused culture, integrates athletics seamlessly into all levels of the school, and develops student-athletes into the best version of themselves.

The Athletic Director will be responsible for leading and managing all aspects of the athletic department, including compliance with AHSAA regulations, budget management, hiring and supervising coaches, fostering teamwork within the department and fellow administrators and among students, encouraging and increasing school spirit, and serving as an ambassador for the school at all times. This energetic leader will also fully engage in other areas of school life, including academics and the arts.

The ideal candidate will have a meaningful and enduring impact on the school. As a key member of the school's leadership team, the Athletic Director will:

- Serve as the visionary leader of the department by making decisions aligned with the school's mission and core values of *Character, Commitment, Courage, and Community*.
- Apply knowledge of athletics and relationship building to advance the school's mission and positively impact students.
- Recruit, hire, and mentor coaches who align with the school's values.
- Develop strategies to retain excellent coaches and provide more staff continuity.
- Develop and manage the Athletics Department budget, while ensuring that athletic programs are well-equipped and supported.
- Ensure compliance with all relevant AHSAA rules and regulations.
- Oversee the scheduling of athletic facilities.
- Implement and enforce safety protocols for athletes.
- Implement systems to track and analyze the performance of athletes and teams, as well as overall student participation in athletics.
- Coordinate logistics for athletic events, including scheduling, officiating, venue preparation, concessions, and volunteer support for the gate and concessions.
- Communicate effectively with students, parents, coaches, and school administration.
- Ensure a positive and inclusive atmosphere during games and events.
- Maintain and increase attendance at sporting events by encouraging and further developing school spirit.
- Collaborate with school administration on facility improvements.
- Collaborate with teachers to better support student-athletes as they navigate busy schedules and rigorous workloads.

- Serve as the primary ambassador for STJ athletics by regularly attending games and enthusiastically engaging with athletes, parents, fans, community members, and opponents.
- Serve as a key member of the corporate sponsorship fundraising team, working in partnership with the advancement and development office.
- Oversee all athletic social media, working in partnership with the marketing department.
- Enhance youth development programs at the school to develop skills and grow interest in a variety of sports among younger students.
- Assist coaches, division leaders, teachers, and counselors with athlete attendance, academics, and behavior.
- Maintain records of team and individual athletic accomplishments.
- Build working relationships with other schools and organizations to share resources and foster a positive reputation for STJ Athletics and to help identify potential student-athletes.

The Athletic Director must be able to balance the demands of the job, including accountability for producing measurable results, while working as a cooperating member of a team, communicating effectively with all stakeholders, and making appropriate decisions with the mission of the school always foremost in mind.

#### **Qualifications:**

The successful candidate will demonstrate strong interpersonal and communications skills, proficiency in speaking and writing, and meticulous attention to detail. Additional qualifications include:

- Embody the Trojan core values of *Character, Commitment, Courage, and Community*.
- Bachelor's degree.
- Demonstrated results through prior work experiences.
- Excellent verbal and written communication skills.
- Capacity to initiate and nurture relationships with stakeholders and community members.
- Excellent organizational skills, attention to detail, and the ability to multitask.
- Ability to work collegially and collaboratively as part of a team, while maintaining confidentiality.
- High level of energy and a good sense of humor with the capacity for extraordinary time and effort demands.
- A love of education and a willingness to support innovative teaching and learning at an independent college preparatory school.
- Experience in an independent school or other non-profit entity is preferred.

#### **To apply:**

Please send your resume and a cover letter *detailing your leadership philosophy and how you would elevate STJ Athletics* to [lpotts@stjmontgomery.org](mailto:lpotts@stjmontgomery.org).

The new Athletic Director will begin on July 1, 2024.