

## **Tabor College Director of Athletics**

Tabor College seeks a Director of Athletics. Full time position reports to the Executive Vice-President for Operations. Responsible to lead, oversee & manage the athletic department. The primary purpose of this position is to ensure the ongoing infusion of excellence and hospitality within the athletic department and provide impacting leadership for all department employees and student-athletes.

Master's degree required. 4 years athletic administrative experience preferred. 3 years of collegiate coaching experience preferred. Successful candidate must demonstrate Godly character, fund raising skills, organizational skills, communication skills, strong collaboration skills, the ability to lead and willingness to work flexible hours. As a decidedly Christian college, Tabor requires employees to articulate personal faith in Jesus Christ.

Please click here for a more information about the position.

<https://tabor.edu/about/employment/>

**Start Date:** Summer 2019

**Application Deadline:** Until Filled

Qualified and interested candidates should submit a cover letter and resume to Ruth Funk by e-mail [ruthf@tabor.edu](mailto:ruthf@tabor.edu).

### **Tabor College Athletic Director Leadership Summary**

- Provide compelling vision for the athletic department that is in support of the mission, vision and values of Tabor College
- Work to create a leadership culture within the athletic department of empowerment, creativity, innovation, generosity and results
- Draft a yearly as well as a long term strategic plan and hold all applicable employees accountable to execute the plan
- Assess the need for and potential of adding new sports to the athletic department and make applicable recommendations to the EVP for Operations
- Schedule, plan and lead all necessary intermittent and standing meetings for key athletic department staff
- Meet with and report regularly to the EVP for Operations as to recruitment, scholarships, event planning, facility development, fund raising, athletic department personnel job performance, campus collaboration, etc.
- Develop training and accountability in order to ensure each athletic team effectively integrates Christian faith into team life
- Develop training and accountability in order to ensure each athletic team effectively executes a fund raising plan

- Develop a fund raising plan and create a network of constituents who have a passion for Tabor athletics with the goal of triggering generosity.
- Oversee the planning for all events within the athletic department – includes being on site and in charge during major events
- Collaborate with other departments on campus to ensure success on and off the field for Tabor student-athletes.
- Develop and propose the annual budget for athletic operations.
- Assist athletic department personnel, in cooperation with the VP for Business/Finance, in the development and proposal of their respective budgets as well as accountability for spending within said budgets
- Set up and implement all necessary new and ongoing training for all supervised staff
- Design an intentional mentoring plan for all supervised staff – includes regular individual and group meeting times
- Participate in the enrollment revenue goal setting process and seek to hold coaches accountable to meeting said goals
- Hold all athletic department staff accountable for excellence and hospitality
- Serve on the Tabor College Operational Leadership Team (OLT)
- Serve as the committee chair for the Athletic Advisory Committee
- Be aware of Tabor College in respect to: history, philosophy, mission, academic programs, student activities and organizations, student profile, cost/fees and admissions/financial aid requirements and procedures
- Maintain a professional appearance, attitude and manner of communication