



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director of Athletics and Executive Director of the Anchor Fund
Status: Full-time, Continuous (35hrs/week) calendar year position
Grade: 18
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: President

PRIMARY PURPOSE:

Responsible for the direction of college-wide programs of athletic/recreation offerings. Manage marketing, public relations, resources development, fund raising and other external affairs and aspects of athletics/recreation programs in conjunction with both athletic and college expectations, goals and strategic plan. Act as Executive Director of the Anchor Fund.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Plan, develop, and administer the intercollegiate athletic programs consistent with conference and NCAA affiliation guidelines; the intramurals and recreation programs that are integrated into the academic, student life, and advancement areas of the campus community, and which are consistent with the value and philosophy of Rhode Island College.
- Develop, recommend, implement, and maintain intercollegiate athletic, intramurals, and recreation policies and procedures.
- Oversee administrative scheduling and contracts for all athletic events.
- Manage the selection, supervision, and evaluation of all full and part-time athletic, intramurals and recreation staff.
- Prepare, manage, and account for the department's personnel and budget.
- Represent the college at appropriate conferences, NCAA, and other professional meetings as approved.
- Serve on committees and prepare appropriate reports concerning athletics, intramurals, and recreation.
- Prepare and submit to the college administration the budget(s) for the Department.
- Act as Executive Director of the Anchor Fund.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the President.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree.

Experience:

Five years of senior experience administering intercollegiate/athletic programs and fundraising.

Skills, Knowledge, and Abilities:

- Demonstrated success in athletic and/or non-profit fundraising
- Demonstrated ability to generate external resources for athletics (i.e., sponsorships and partnerships, affinity relations, and sports promotion).
- Adept at understanding and implementing the separate financial policies, regulations and laws as they relate to the following: not-for-profit fundraising entity, the college's operational budget, the college's capital budget and the colleges auxiliary budgets.
- Insight into the various functions such as equipment purchasing, care and reconditioning, facility development and design.
- Excellent interpersonal skills, and oral and written communication skills;
- Demonstrated ability to organize, coordinate, and supervise diverse professional and support staff; evidence of problem-solving ability, management skills, and the willingness to assume leadership in promoting good public relations in dealing with the College community.
- Knowledge of all aspects of sport's medicine and the accompanying insurance policies and procedures that support that area.
- Basic knowledge and ability to apply computer technology to athletic programs. Demonstrated ability to generate and maintain good interpersonal relationships with professional colleagues, the College community, and a diverse set of publics.
- Ability for creative and innovative development of successful methods for distribution of sports information and the ability to work effectively with college students and other staff in a supervisory capacity; ability to interact effectively with all campus constituencies; ability to interpret intercollegiate athletics within the mission and goals of Rhode Island College and the NCAA III classification.
- Ability to travel as needed to athletic and fundraising events.

PREFERRED:

- Academic preparation in Physical Education and/or Athletics Administration.
- Teaching experience in Physical Education and related areas with experience as Head Coach or Assistant Coach.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.