Athletic Director / Development Officer

Department: Athletics  
Position: Full-time, permanent  
Salary Range: $62,000-$67,000  
Posting Date: March 2016

Description

The Montana Western Director of Athletics provides vision and energetic leadership for the University’s NAIA (National Association of Intercollegiate Athletics) and NIRA (National Intercollegiate Rodeo Association) intercollegiate athletics program. Reporting to the Chancellor, the Director is a key member of the Chancellor’s staff and oversees all athletics staff, activities, athletic facilities and the BARC (Bulldog Athletic and Recreation Complex), and competitions. The Director is an integral part of the Institutional Advancement Team in fostering community relations and engagement and raising funds for the University. The Director ensures compliance with all federal, conference, and college athletics regulations and reporting, administers department funds and accounts in a fiscally responsible manner, and sustains a culture of sportsmanship, integrity, professionalism, and respect. Frequent nights, week-end work, and in-season travel required.

Duties and Responsibilities

The Athletic Director is responsible for, but not limited to, the following:

- Providing vision and leadership for an athletic department and 7 varsity athletic teams
- Fostering an environment that promotes athletic and academic success
- Ensuring compliance with NAIA, NIRA, UMW and Frontier Conference policies and procedures
- Directing game management operations at UMW athletic events
- Overseeing the BARC and UMW athletic facilities
- Managing and developing athletic department and BARC budgets
- Proactively leading the fundraising arm of the athletic department working closely with the UMW Foundation director
- Developing and implementing programs to increase revenue sources for the Department to include effective plans for marketing and promotions as well as fund raising strategies to promote community engagement and donor support of the University and athletics program
- Establishing and implementing short-range and long-range goals and objectives, strategic plans and operational procedures
- Serving on the Chancellor’s Cabinet, Strategic Planning Committee, Budget Committee and other committees as assigned
- Overseeing recruitment, hiring, training, supervision, professional development and evaluation of departmental personnel as appropriate
- Representing the Department at University, community, Frontier Conference, NAIA and other meetings, events and conventions

Minimum Requirements

- Bachelor’s Degree
- Experience in staff leadership, management and supervision
- Experience with/knowledge related to athletics
• Background in fundraising and development or sales, or demonstrated fundraising or sales success
• Experience in strategic planning
• Budget management experience
• Strong communication and interpersonal skills
• Experience working in a team or collaborative environment

Preferred Requirements

• Master’s degree
• Collegiate coaching or administrative experience
• Experience in developing, operating and managing major fundraising events

Application

To apply please complete a professional resume, a letter of application and cover letter specifically addressing the qualifications and duties described above. Also include the names, addresses, and phone numbers of three (3) professional references. Finalists for this position may be subject to a criminal background investigation. Submit application materials to:

Vice Chancellor for Administration, Finance and Student Affairs
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725

Electronic copies may be sent to: patricia.lake@umwestern.edu

For questions, call (406) 683-7031. Review of applications will begin on March 28, 2016.

The University & Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,289. Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.