Athletic Director / Development Officer

Department: Athletics
Position: Full-time, permanent
Salary Range: $62,000-$70,000
Posting Date: July 2021

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 12 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.
- Coordinate, in partnership, the shared use of the BARC and UMW athletic facilities with students, community, and Montana Youth Challenge.
- 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.
- Proven experience in building meaningful relationships with knowledge of fundraising.
- 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 in collaboration with related/affiliated organizations.

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:

Patti Lake
Personnel Officer
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725
patricia.lake@umwestern.edu

For questions, call (406) 683-7392. Review of applications will begin immediately and continue until the position is filled.

The University & Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 60 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering Experience One (X1), experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western’s faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon 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 any position will be subject to a criminal background investigation.