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# Example of Athletic Director Job Description

Our innovative and growing company is searching for experienced candidates for the position of athletic director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for athletic director

* Handle overall distribution, management and accounting of departmental textbook program
* Coordinate and manage scheduling community events and appearances by athletes and staff with the goal of building visibility in the community
* Responsible for collaborating with the Assistant Athletic Director/Marketing in creating a marketing plan for group, season and individual ticket sales for men’s and women’s basketball and baseball
* Responsible for research of all avenues to drive ticket sales and create new ideas for interest and sales in all sports
* Perform additional duties as assigned by Assistant Athletic Director/Marketing or Associate Athletic Director/Marketing
* Leads, mentors and supervises staff responsible for supporting basic fundraising activities (database, research, solicitation, coordination, stewardship, communications, events et cetera)
* Manages teams in the area of communications, stewardship, and events
* Oversight and final decision maker to allocate resources and budget to differing event priorities in order to build out an annual event plan
* Serves as the point person to answer questions regarding donor discontent with recognition/benefits
* Oversees report preparation, data documentation, proposal development, and various other fundamental internal support activities

## Qualifications for athletic director

* Five years of progressively responsible supervisory experience
* Ability to establish and maintain effective working relationships with students, coaches, faculty, administration and community representatives
* Demonstrate a maturing and contagious Christian faith, which includes a commitment to SPU's Christian mission and vision for engaging the culture and changing the world and the ability to articulate this vision clearly
* Doctorate in an appropriate field
* Two to four years of work experience is preferred
* Determines and oversees annual communication plans to market philanthropy for athletics through traditional channels such as print collateral web and social along with keeping a library of documents and proposals to assist frontline fundraisers with solicitation