

# Example of Associate Athletic Director Job Description

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Our innovative and growing company is hiring for an associate athletic director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate athletic director

- Works to identify current trends and new technologies in intercollegiate athletics and develop methods to educate coaches and staff with regards to Compliance and Academic matters
- Will oversee and supervise assigned sports as directed by the Director of Athletics
- In conjunction with the Director of Athletics, the Associate Athletics Director will be responsible for the supervision of select head coaches, monitors sport budgets (in collaboration with the Director of Athletic Business Operations), approves team travel and expenses, develops and approves competition schedules and assists with recruiting activities as requested
- Serves as the primary liaison between the Office of Institutional Advancement and the leadership of the Athletics Department
- Helps design and execute a fundraising agenda that will support and advance the Athletics agenda
- Collaborates with the Vice President and Director of Athletics and the Office of Institutional Advancement in the setting of specific dollar and donor goals for Athletics and meeting these fundraising goals annually, as agreed upon with the Associate Vice President for Institutional Advancement and Vice President for Institutional Advancement
- With senior Institutional Advancement staff, analyzes and evaluates current and past donor trends for Athletic constituencies, and targets segments of

- Develops and writes formal proposals to donors and prospects for support
- Monitors and reports on progress toward dollar and donor goals for Athletics
- Assists with the design of compelling donor recognition/involvement programs for major donors

### **Qualifications for associate athletic director**

- Must be able to manage and evaluate the work of others, prepare and present accurate and reliable reports, set direction and offer recommendations to achieve desired goals
- Requires integrity, ingenuity and inventiveness in the performance of assigned tasks
- Demonstrated commitment to diversity and fairness through recruitment, selection, and supervision of staff
- Demonstrated problem solving skills which show consideration to alternatives and provides for flexibility
- Utilize a broad view and understanding of the complexities of athletic, academic and campus life issues
- Knowledge of rules and regulations governing intercollegiate athletics  
knowledge of overall Student-Athlete experience