



## Position Description

Position Title: Director of Athletics  
Department: Athletics  
Reports to: Vice President of Enrollment  
Status: Full Time (1.0) Exempt  
Revised: January 2025

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### **Position Summary:**

Wisconsin Lutheran College (WLC) seeks a dynamic and faith-driven Director of Athletics to lead our NCAA Division III athletics program. With 19 sports for men and women, the Director of Athletics will oversee all aspects of the athletics department, including strategic planning, compliance, staff management, student recruitment and retention, and program development. The successful candidate will integrate the college's mission of spiritual growth, Christian leadership, and academic excellence into every facet of the athletic program, fostering a culture of excellence, integrity, and service.

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### **PRIMARY RESPONSIBILITIES**

#### **Leadership and Vision:**

- Develop and implement a strategic vision for the athletic department that aligns with WLC's mission and values.
- Serve as a spiritual and professional role model for coaches, staff, and student-athletes, promoting Christian values and faith development.
- Cultivate an environment that emphasizes academic excellence, athletic achievement, and personal growth.

#### **Program Administration:**

- Oversee the operations of all 19 NCAA Division III sports programs, ensuring compliance with NCAA, conference, and institutional regulations.
- Supervise and evaluate athletic department staff, including coaches, trainers, and support personnel.
- Manage the department's budget, including resource allocation and financial planning.
- Lead efforts to recruit, retain, and develop high-quality coaching staff, support staff, and student-athletes.
- Serve as a visible and engaged leader by attending and supporting men's and women's athletic events.
- Represent the college as an active leader at NCAA and conference meetings.

#### **Faith and Character Development:**

- Integrate Christian faith principles into athletic programs and departmental culture.
- Organize and support initiatives that encourage spiritual growth and servant leadership among student-athletes and staff.
- Partner with campus ministry to provide opportunities for athletes to engage in worship, Bible studies, and faith-based service projects.

#### **Community Engagement:**

- Serve as an ambassador for the college and its athletics programs, building relationships with alumni, donors, and community members.
- Utilize college facilities to host community organizations for tournaments, games, and athletic activities to promote general awareness of the college.

**Student-Athlete Success:**

- Promote the holistic development of student-athletes, ensuring academic success, athletic achievement, and personal well-being.
- Support initiatives that prepare student-athletes for leadership roles in their communities and professions.

**Student recruitment and retention:**

- Serve as a key leader on the Enrollment Team, collaborating with admissions and financial aid to ensure the college is attracting high quality student-athlete candidates and maximizing each pipeline to ensure consistent enrollment results in line with WLC's strategic plan.
- Support initiatives that ensure students are successful, both in the classroom and out, partnering with academic and student affairs leadership to focus on holistic student support with the goal of athlete persistence to graduation.

**Fundraising:**

- Oversee department fundraising efforts to support athletic programs and facilities.
- Develop and maintain financial partnerships with local and regional organizations to enhance the funding, visibility, and impact of the athletics department.
- Partner boldly with the Office of Development to expand funding for athletic programming and facilities

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**QUALIFICATIONS****Required:**

- Membership in good standing with the Wisconsin Evangelical Lutheran Synod (WELS) or church bodies in fellowship with WELS.
- A bachelor's degree in a related field (master's degree preferred) from a regionally accredited institution.
- Proven leadership experience in collegiate athletics, with a strong understanding of NCAA Division III regulations.
- Demonstrated commitment to Christian faith and the integration of faith into professional practice.
- Strong organizational, communication, and interpersonal skills.
- A track record of successful team building, budget management, and program development.

**Preferred:**

- Experience working in a faith-based educational environment.
- Background in athletic administration and/or coaching.
- Knowledge of fundraising strategies and donor relations.

**Knowledge, Skills, and Abilities:**

- Must be able to perform duties in a manner consistent with the WLC's Code of Christian Conduct and WLC's mission, ministry, and affiliation with the WELS.
- Proficiency in Microsoft Office and other computer applications.
- Strong ability to work in a collaborative dynamic team environment, flexing to priorities.
- Demonstrated strength in attention to detail, proofreading, organization, prioritization, time management, and efficiency.

**Physical Requirements:**

- Ability to travel locally and nationally for athletic events, meetings, and conferences.
- Ability to attend and support athletic events, including evenings and weekends as required.
- Ability to lift and carry up to 25 lbs. occasionally, such as athletic equipment or materials.
- Ability to perform duties that may involve sitting, standing, or walking for extended periods of time during events or meetings.