



Athletic Director

Position Summary:

The Athletic Director (AD) is responsible for the high-quality performance of the athletics department focused on building, strengthening, and growing the athletic program. The AD provides strategic leadership, vision, and support for all athletic programs including various team sports, student-athlete academic achievement, development/fundraising, and community relations.

The AD reports to the President of the university and is a key member of the President's Cabinet.

Minimum Qualifications

- Bachelor's degree in a relevant field.
- At least seven years of progressive experience in collegiate athletic administration, including expertise in compliance, budgeting, scheduling, personnel supervision, and facility management.
- Valid Oklahoma driver's license.

Preferred Qualifications

- Master's degree in a related field.
- Experience as a collegiate head coach, demonstrating team leadership and strategic planning capabilities.

Duties and Responsibilities:

Demonstrate an attitude and behaviors that reflects the [core values and mission](#) of the Athletics Department and the university.

Leadership and Direction

- Provide dynamic and visionary leadership for NAIA intercollegiate athletic programs, coaches and staff. Serve as member of the President's cabinet.
- Develop and execute a strategic plan for the athletic department including a broad vision for bolstering the experience and development of student athletes including maximum use of scholarships and other resources. Collaborate closely with the president and chief financial officer to ensure departmental strategy and decisions align with the university mission, objectives, and resources.



- Provide oversight of practice and training schedules, competition, travel, insurance, etc.
- Responsible to recruit, select, develop, motivate, and retain highly successful coaches and athletic staff who support the mission and strategic initiatives of the university.

Financial, Facilities, and Event Management

- Prepare and recommend annual athletic budget; develop cost/benefit analysis for new initiatives; provide administrative oversight of athletic budgets including scholarship distribution; engage all coaches in fund-raising initiatives.
- Partner with the Facilities department and auxiliary services to manage athletic facilities maintenance and competition needs.
- Serves as the primary responsible liaison to external entities and contractors to ensure optimal, appropriate, and compliant services.
- Provide administrative oversight for auxiliary athletic activities, such as summer camps.

Conference and University Compliance

- Serve as the athletic representative for the university with the NAIA and Sooner Athletic Conference; maintain accountability with the president in matters of NAIA, Federal and National Conference, and Sooner Athletic compliance and institutional oversight.
- Exercise leadership and assume responsibility for adherence to and compliance with all NAIA, Sooner Athletic Conference, and university rules and regulations pertaining to intercollegiate athletics.

External Relations and Development

- Serve as chief development officer for the athletic department including cultivation, solicitation, and stewardship of prospects and donors; develop and coordinate annual fundraising plans and goals with the Office of University Advancement.
- Represent and promote the university and athletic programs at sports-related and non-sports related events; be highly visible and actively engaged on campus and in the community.
- Provide strong leadership and visibility in the recruitment of athletes and non-athletes to OCU.



- Review and approve all athletic publications, press releases, marketing materials, and other public documents; work closely with university communications and marketing staff to ensure consistency with marketing strategies.
- Serve as chief spokesperson and advocate for athletic programs; develop strong relationships with various constituencies including academic deans, faculty, administration, staff, students, donors, alumni, trustees, media, and community groups; integrate the Athletic Department, coaches, and student athletes into university life.
- Oversee the development, maintenance, and use of athletic facilities.

Student Success

- Serve as chief liaison between the athletic department, academic deans, the faculty, and provost; ensure that student academic achievement and accountability is a priority; ensure appropriate coordination with cocurricular programs to enhance student wellness and belonging; maintain graduation rates and academic success of student athletes; ensure regular and consistent communication between faculty and head coaches; provide annual data reports to faculty regarding athletes and their academic progress.
- Strive to increase attendance at OCU athletic events; engage students, faculty, staff and the public in athletic events

Knowledge, Skills, and Abilities:

As a Cabinet-level position, the Athletic Director (AD) is expected to provide visionary leadership and foster excellence in management and administration. The AD will be responsible for strategic planning and growth within the athletic department while embodying professional traits such as:

- **Inspirational Leadership:** Outstanding leadership and supervisory skills, with a proven ability to develop, manage, and inspire a talented and diverse professional staff.
- **Budget and Administrative Expertise:** Successful experience in budget management and administrative oversight, demonstrating the ability to allocate resources effectively.
- **Fundraising Acumen:** Demonstrated ability to secure sponsorships and develop innovative fundraising initiatives that support athletic programs and enhance the student-athlete experience.
- **Exceptional Communication Skills:** Strong abilities in writing, speaking, and listening, facilitating clear and effective communication with stakeholders at all levels across relevant media platforms.



- **Collaborative Relationship Building:** Ability to establish effective working relationships with academic deans, faculty, and cocurricular programs to promote athletic programs and foster collaboration.
- **Commitment to Diversity, Equity, and Inclusion:** A demonstrated commitment to advancing diversity, equity, and inclusion within the athletic department and the broader university community.
- **Focus on Student Success:** A strong dedication to supporting student-athletes in their academic and athletic pursuits, ensuring their overall wellness and success.
- **Positive Energy and Creativity:** An energetic and imaginative approach to leadership, combined with a good spirit and sense of humor, to create an engaging and dynamic athletic environment.
- **Knowledge of Collegiate Athletic Conference(s):** A thorough understanding of conference structure, regulations, and governance, with the ability to navigate its competitive landscape effectively.
- **Knowledge of Collegiate Athletics Governing Organizations(s):** Comprehensive knowledge of rules, regulations, and participation requirements to ensure compliance and success.
- **Understanding of (Name Image and Likeness) NIL:** Knowledge of NIL regulations and best practices, including strategies to support student-athletes in maximizing their opportunities while maintaining compliance with applicable laws and institutional policies.
- **Support for and Adherence to Regulatory Environment:** Ability to navigate the complex and interconnected nature of university, state, federal, and conference laws, regulations, and compliance
- **Knowledge of SAC (Sooner Athletics Conference):** A thorough understanding of the conference's structure, regulations, and governance, with the ability to navigate its competitive landscape effectively.
- **Knowledge of NAIA (National Association of Intercollegiate Athletics):** Comprehensive knowledge of NAIA rules, regulations, and participation requirements to ensure compliance and success.

Description and Frequency of Physical Effort:

- **Sitting and Standing:** This position requires frequent periods of sitting, as well as occasional standing and walking. The employee may need to sit for extended periods while working at a computer or attending meetings.
- **Lifting and Carrying:** The employee may occasionally need to lift and move objects up to 40 pounds.



- **Manual Dexterity:** The role requires the regular use of hands to handle or feel objects, tools, or controls, including keyboarding and writing.
- **Visual and Hearing Requirements:** The employee must have the ability to read computer screens, written documents, and other office communication. Occasional exposure to noise (e.g., during meetings or events) may also occur, so normal hearing ability is required.
- **Reaching and Bending:** The position may occasionally involve bending, reaching, and twisting to access files, equipment, or materials.
- **Mobility:** The employee should be able to move between different areas of the office or facility, as well as between meeting rooms and other locations.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations (in accordance with ADA requirements) may be made, upon request, to enable individuals with disabilities to perform essential functions.

Description of Working Conditions:

- **Environment:** The role is primarily office-based, with a typical work environment that includes regular interaction with colleagues and the use of office equipment (computers, phones, printers, etc.).
- **Work Hours:** Standard business hours apply, although flexibility is required for evenings and weekends to attend significant competitions or events. The position may also involve occasional overtime during peak times.
- **Travel:** Occasional travel may be required for attending meetings, competitions, or other work-related functions.
- **Pace of Work:** The employee may experience periods of high volume or fast-paced work, particularly during project deadlines, events, or competition seasons.
- **Flexibility for Competitions:** Flexibility in working hours is required to attend significant competitions, including possible travel, evenings, and weekend commitments, depending on the schedule of events.
- **Stress:** The job may involve periods of high responsibility and stress, especially when meeting deadlines, preparing for competitions, or managing competing priorities.

About OCU Athletics

Oklahoma City University (OCU) Athletics, home of the Stars, is one of the most successful programs in NAIA history. With an impressive legacy of 76 national championships, OCU consistently demonstrates excellence both in competition and in academics. The Stars have been



recognized with the Learfield Sports Directors' Cup three times, reflecting the department's overall success, and maintain a position as one of the top NAIA programs in the nation.

Student-athletes at OCU excel academically, with the department achieving a cumulative GPA of 3.31 in 2023-24, its highest in the past decade. Community engagement is another cornerstone, highlighted by initiatives such as the annual food drive, which has delivered over 128,000 items since 2007.

Offering 18 varsity sports, including newer additions like competitive cheerleading, pom/dance, and STUNT, OCU Athletics is supported by state-of-the-art facilities such as the Devon Boathouse and Ann Lacy Softball Stadium. The program thrives on the commitment of its student-athletes, staff, and a vibrant community of supporters, embodying the university's mission to foster a championship experience academically, athletically, and socially

For More Information and To Apply

This is an exciting time to lead the athletic department at Oklahoma City University. The university is committed to creating a safe and respectful environment for all constituents of the university including those who learn, work, and live on campus. Diversity, equity, and inclusion are central values at OCU. Minorities, women, people with disabilities, protected veterans and all other qualified applicants are encouraged to apply. Click [here](#) to review the full job description and to apply online. Nominations may be sent to the search committee co-chairs Amy Cataldi and Phil McSpadden at hrrecruitment@okcu.edu subject line: Athletic Director Nomination.

Review of applications begins immediately, and it is expected that the successful candidate will assume the position in July of 2025. Applications received through January 15, 2025 will be assured of full consideration. Requested application materials include a letter of interest, a resume/curriculum vitae, employment application, and names of three professional references with contact information. References will not be contacted until later in the search process and only with candidate approval. All applications are confidential.

About Oklahoma City University

Oklahoma City University was founded in 1904 and is a coeducational, urban, private university located in the Uptown district of Oklahoma City. The university is affiliated with the United Methodist Church and offers a wide variety of degrees in the liberal arts and sciences disciplines. Oklahoma City University is the only Oklahoma institution listed in the top tier of the regional, master's-level university category by U.S. News and World Report magazine. Oklahoma City University is an equal opportunity employer and affirms the values and goals of diversity and inclusion.