



POSITION SPECIFICATION

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**DIRECTOR OF ATHLETICS**

Chicago, IL

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## DIRECTOR OF ATHLETICS

**REPORTING TO:** President

**LOCATION:** Chicago, IL

### COMPANY DESCRIPTION

#### DEPAUL UNIVERSITY

[www.depaul.edu](http://www.depaul.edu)

Founded in 1898 by the Congregation of the Mission, which follows the teachings of St. Vincent de Paul, DePaul University is the nation's largest Catholic institution of higher education. It also is the largest private university in the Midwest. As a Vincentian and Catholic university, DePaul is a mission-driven institution committed to providing superior higher education to all, especially segments of society that previously have not had access to it, including first-generation college students, immigrants, the poor and other underserved groups.

Originally established as St. Vincent's College, DePaul started on a five-acre plot in Lincoln Park with 70 students, mainly the sons and grandsons of Irish and German immigrants. Vincentians primarily taught the students who commuted to school from urban neighborhoods on Chicago's north side. Nearly 125 years later, the university has evolved from its humble beginnings as the "little school under the El" to enroll 22,000 students. DePaul is now not only the largest Catholic university in the country; it is also the largest private university with a primary mission of teaching and service.

Named after St. Vincent de Paul, the 17th century French priest who devoted his life to serving and caring for others, DePaul has been an institution that always serves first-generation and low-income students. Currently, first-generation students represent 33 percent of the freshman class. These students will strive to be the first in their families to complete a college education. DePaul enrolls more Pell recipients than 92 percent of other colleges and universities in the U.S and graduates them at a higher rate than other universities with a similar number of Pell students.

DePaul is committed to ensuring a welcoming, engaging, diverse and inclusive campus environment. The Vincentian mission to serve the public good, and give people of all ethnicities and backgrounds the opportunity to receive a college education remains at the heart of the university.

### SCOPE AND RESPONSIBILITIES

Reporting to the president, the Director of Athletics is responsible for the development, management, coordination and supervision of a competitive NCAA Division I intercollegiate athletics program comprised of 15 sports, 44 coaches, 36 staff, and more than 210 student-athletes. The Director of Athletics is also responsible for oversight of affiliated groups, including dance and cheer squads, pep band and Blue Crew—the official student spirit organization on campus. The Director of Athletics must articulate and reinforce a commitment to a holistic student experience and overall welfare of student-athletes; foster academic success and comprehensive excellence; develop and maintain relationships with both internal and external constituents; possess strong management and financial skills; and ensure compliance with all NCAA, conference and university policies, rules, and regulations. The Director of Athletics must model and foster the highest standards of integrity and ethics.

The Director of Athletics will be an integral voice on the Joint Council, the leadership group reporting to the president that meets monthly and consists of the officers of the university, deans, vice presidents, as well as presidents of the Faculty and Staff councils and the Student Government Association.

**Specific Responsibilities:**

- Oversee all business aspects of the intercollegiate athletics program including, but not limited to, preparation and management of the athletics budget; and revenue generation through ticket sales and corporate sponsorships.
- Develop and recommend short and long-term strategic, operational, and financial plans for the intercollegiate athletics program including capital expenditures and facility improvements.
- In coordination with the Office of Advancement, plan and implement fundraising strategies and activities for the Department of Athletics, including active participation in soliciting major gifts for strategic priorities and needs of the intercollegiate athletics program.
- Management, including selection, training, development, and performance review of staff, coaches, and other personnel.
- In accordance with university policies, act as the university's agent in negotiating contracts with vendors, including corporate sponsors and media partners.
- Strictly enforce and ensure compliance with all university, NCAA and BIG EAST policies, rules and regulations, devoting particular attention to the academic achievement of student-athletes and maintaining a culture of compliance, ethics and integrity at the highest of standards.
- Oversee the day-to-day activities of the Department of Athletics including, but not limited to, effective utilization of athletic facilities; travel arrangements and scheduling of athletic competitions; and promotional functions and media engagement.
- Support the work of university governance bodies with oversight responsibilities for the intercollegiate athletics program, including the Athletics Committee of the Board of Trustees and the University Athletic Board.
- Promote positive relationships through appropriate channels between student-athletes, the DePaul community, and the community at-large.
- Support coaches in the recruitment of student-athletes in a manner consistent with NCAA rules and regulations.

**KEY SELECTION CRITERIA**

- Bachelor's degree required. Masters or terminal degree preferred.
- Minimum of 10 years' progressively responsible experience in intercollegiate athletics administration at the NCAA Division I level.
- Knowledge of federal and state regulations related to intercollegiate athletics, including Title IX and its accompanying guidelines.
- Comprehensive knowledge of the NCAA Division I regulations and philosophy.
- Proven commitment to the academic achievement, health and welfare of student-athletes.
- Demonstrated ability and commitment to recruit and work with staff, coaches and other personnel from diverse communities and cultures.
- Experience balancing strategic leadership with detailed involvement in support of accountabilities.
- Demonstrated aptitude in organizational and people leadership, team building, goal and vision setting.
- Proven record of professional and personal integrity, consistent with the university's values.
- Experience facilitating open and candid dialogue with a variety of constituents, including executive level leaders.
- Demonstrated fundraising acumen and experience.
- Experience leveraging both social and traditional media in support of organizational goals.

## PERSONAL / PROFESSIONAL ATTRIBUTES

- Excellent interpersonal and relationship-building skills.
- Exceptional written, presentation and verbal communication skills.
- Excellent judgment and diplomacy in working with diverse groups.
- Exceptional organizational, analytical and problem-solving skills.

## NOMINATION AND APPLICATION PROCESS

Applications and nominations are now being accepted. For best consideration, please submit application materials as soon as possible. DHR International is assisting DePaul University in this search. Initial screening of the applications and nominations will continue until an appointment is made. Individuals who wish to nominate a candidate should submit a brief letter of nomination including contact information for the nominee. Application materials should include a letter addressing how your experiences match the position requirements, and a curriculum vitae or resume. Submission of documents as PDF attachments is strongly encouraged.

Inquiries, nominations, and application materials should be directed to DHR International via the email below:

[DePaul.AD@dhrinternational.com](mailto:DePaul.AD@dhrinternational.com)

Additional contact information for the DHR search team is included below as well.

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