

SIMPSON COLLEGE

ATHLETICS DIRECTOR

Simpson College invites applications for the position of Athletics Director. This is a full-time, senior level administrator reporting directly to the President.

Simpson is a four-year, NCAA Division III, private college based in the liberal arts and sciences; and is affiliated with the United Methodist Church. The College's main campus is twelve miles from Iowa's capital city of Des Moines. For more information please consult our website at: www.simpson.edu

Principal duties

- Directs all areas of the Simpson College Athletic Department following the College mission and vision
- Propose and maintain Athletics department budget
- Plan, develop and implement departmental policies and long-term strategic plans
- Recruit, hire, and train coaches and athletics staff
- Lead public relations, promotion and fund-raising efforts for the athletics department
- Commitment to the development of a diverse and inclusive coaching and support staff that reflects the population of the campus;
- Work with Simpson Administration and Academic Affairs on issues and concerns
- Provide support to student athletes
- Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Oversee compliance with NCAA, Title IX and American Rivers Conference (ARC) policies and procedures
- Travel to represent the Athletics department and Simpson College at professional meetings and events

Qualifications

- Master's degree in athletic administration or comparable degree;
- Possess successful administrative experience; coaching experience is desirable;
- Good understanding of NCAA Division III philosophy and a personal philosophy that supports the Division III ideals;
- Working knowledge of NCAA/ARC rules;
- Exceptional decision-making and problem-solving skills;
- Solid organizational and planning abilities;
- Sound communication skills while working with diverse publics (oral and written);

- Experience with creating and maintaining budgets

To Apply

Please submit your resume, cover letter, and three professional references to Simpson's Human Resources department: **employment@simpson.edu**. Review of applications will begin immediately and will continue until the position is filled.

It is the policy and practice of Simpson College to provide equal educational and employment opportunities for all. We specifically encourage applications from women, minorities, veterans, persons with disabilities and individuals who are bilingual (Spanish) to apply. The entire Notice of Non-Discrimination can be found [here](#).

Employment will require a criminal background check, which may include, but is not limited to, criminal history, national sex offender search, and motor vehicle history.