



DIRECTOR OF ATHLETICS

July 1, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Elizabeth Seton High School (ESHS) is a Catholic, secondary, college preparatory school for young women founded in 1959 by the Daughters of Charity. Located in Prince George’s County, a suburb of Washington, DC, the school attracts students from surrounding counties and the District of Columbia. ESHS is committed to providing students with an integrated program that stresses moral values, academic excellence, civic responsibility, and community service. The community reflects a broad ethnic, cultural, and economic diversity contributing to the rich learning environment. For more information about the school, including our guiding principles, please visit www.setonhs.org.

Job Summary/Description:

We are seeking a passionate and committed professional to fill the role of Director of Athletics. Seton’s Athletic Department is a member of the prestigious Washington Catholic Athletic Conference (WCAC), considered a top five athletic conference in the nation.

The Athletic Director will be responsible for managing Seton’s Athletic Department. The Director will set a course for short and long-term athletic excellence, addressing goals and priorities as well as external opportunities to impact our students. This position will promote and enable ESHS’ commitment to athletic excellence. The Director will serve on the Seton Leadership Council and will report directly to the President.

Responsibilities:

- Oversee the athletic program by hiring and supervising the coaches, athletic trainers, and athletic assistants
- Serve as Volleyball commissioner for the WCAC
- Ensure compliance with WCAC regulations and school policies
- Coach and manage all athletic programs and activities at Seton
- Meet with all staff assigned when improvement is needed and develop an informal or formal improvement plan depending on the gravity and frequency of concern.
- Foster opportunities for students to qualify for the NCAA
- Develop and monitor the Athletic Department's budget
- Manage initiatives to celebrate student success and educate parents on athletic development
- Coordination and management of athletic booster groups and events
- Ensure that ESHS provides accessibility to all of its programs
- Work with the Advancement Department on fundraising efforts to support athletic programs
- Obtaining and maintaining equipment, uniforms, and supplies
- Promulgating all athletic policies to staff, parents, and fans

Faculty & Staff Focus:

- Serve as a liaison for the Guidance Department to oversee student academic progress and ensure NCAA eligibility for our student athletes.
- Knowledge of NCAA and college scholarships to educate the parents on the NCAA eligibility, guidelines, and recruitment process

Community Focus:

- Coordinate athletic service teams for community-focused projects
- Partner with Prince George's County Special Olympics to help run their events
- Manage special and seasonal charity events such as Toys-for-Tots, food drives, and free athletic clinics for children in the community
- Coordinate Race for the Cure and cancer awareness projects for our school

Required Skills:

- Athletic skills
- Excellent written and verbal communication skills
- Ability to embrace ambiguity to drive positive change
- Excellent judgment for recruitment of student athletes
- Ability to multitask and manage multiple ongoing projects
- Ability to communicate effectively with students, faculty, staff, parents, board members, and other stakeholders
- Strong analytical and problem-solving skills
- Working long hours, evenings, and weekends

Education & Experience:

- Bachelor's degree required, Master's degree preferred
- 5+ years of work experience in Athletics or related field
- Knowledge of NCAA scholarship
- Knowledge of National Federation for High Schools (NFHS)

Salary: Commensurate with background and experience.

Application Deadline: August 30, 2023

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:

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