

Marlborough

Marlborough School Athletic Director

Founded in 1889, Marlborough School is an independent girls' college-preparatory school for grades 7 through 12 located in Los Angeles, California. Marlborough is the oldest independent girls' school in the Southern California region. Central to Marlborough's vision that Equity Leads Education is the belief in and passion for empowering young women to use their immense talents to better the world and become trailblazers in their own right. Bolstered by world-class faculty and staff, Marlborough students are challenged and inspired to work towards their own personal best and, in doing so, have an almost endless array of courses, extracurriculars, electives, and programs to spark their curiosity, deepen their compassion for one another, and lead lives of purpose.

To apply for this position, please submit your resume, references, and Statement of Athletic Philosophy directly to the Finney Search Group at:

<https://www.thefinneysearchgroup.com/marlborough-ad-application>

ATHLETIC DIRECTOR

Marlborough School seeks an innovative, experienced, creative, and engaged Athletic Director to lead institution-wide efforts and initiatives in the area of athletics. This full-time exempt position reports directly to the Head of School.

The Athletic Director provides leadership and general oversight of the School's Athletic Program. Working collaboratively with School administrators, department heads, faculty and staff, parents and others, the Athletic Director provides strategic guidance and support of student-athletes and their efforts to effectively develop skills in the area of athletics. The Athletic Director supports the central mission of the School to ensure strong student participation in athletics, team cohesiveness, and overall athletic achievement. The Athletic Director also provides leadership to coaches and others within the department on work performance and productivity.

KEY DUTIES AND RESPONSIBILITIES

- Provides direction, guidance, and support for the development and realization of the School's athletic philosophy noted above for Grades 7 through 12.
- Promotes pride, spirit, and success for and among all athletic teams, both on and off campus.

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- Maintains and supports high quality coaching and is responsible for the selection, evaluation, and professional development of the coaching staff for Grades 7 through 12.
- Demonstrates commitment to the School's program as a whole by fully understanding and supporting School-wide initiatives.
- Develops and maintains professional working relationships with colleagues, students, parents, and friends of the School.
- Works collaboratively with the Directors of Middle and Upper School to ensure a cohesive athletics program in Grades 7 through 12.
- Communicates regularly with the Division Directors regarding athletes and the athletics program.
- Oversees the School's Sports Medicine and Sports Performance programs.
- Serves as a primary contact for parent questions and school-wide communications regarding athletics, including timely responses to and support for students and parents.
- Administers the Athletics budget, including collaboration with the Associate Head for Finance & Administration and the Business Office on budget preparation and planning.
- Oversees all requisitions for payment of athletic expenses in a timely manner, and assists the Business Office with collecting and distributing all necessary forms and payments for coaches.
- Serves as the School's representative to the Los Angeles Athletic Association and the California Interscholastic Federation (C.I.F.), attending all League Athletic Directors' and coaches' meetings.
- Serves as a liaison between the League, the C.I.F., School coaches, and others on keeping the School up-to-date and in compliance with rules and policies.
- Coordinates the allocation and preparation of facilities for all home games and practices, which includes securing permission and permits for use of off-campus facilities.
- Coordinates the supervision and operational details associated with all tournaments and sanctioned events sponsored by Marlborough School.
- In partnership with the Advancement Director, oversees the induction of alumnae athletes into the Marlborough Hall of Fame.
- Promotes School athletics and competition results through the department's portal page, local newspapers, and the Los Angeles Athletic Association.
- Regularly attends athletic games and matches for Grades 7 through 12, both home and away games.

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QUALIFICATIONS

- Bachelor's Degree in a related field required.
- Minimum of 10 years of progressive experience in the field of athletics, teaching, and administration at the collegiate or secondary school level.
- Coaching experience at the collegiate or second school level preferred.
- Relevant coaching certification preferred.
- Strong enthusiasm for working with middle and upper school students.
- Excellent communication and interpersonal skills; resourceful problem solver; high level of discretion and proven record of maintaining confidentiality and sound judgment.
- Highly organized with an ability to demonstrate success both independently and in collaborative groups, within a fast-paced environment, that often requires juggling multiple priorities.
- Proficiency in Google Suite, MS Office, Adobe, and other software platforms preferred to successfully execute duties, along with a strong aptitude to learn new software programs as needed.

Compensation: \$150,000 - \$200,000 per year

For more information about Marlborough School, its rigorous academic curriculum, fine arts and athletics programs, or if you would like to learn more about this position or other career opportunities, we invite you to visit the Careers link under the "About" drop-down menu on our website at: <http://www.marlboroughschool.org>.

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Marlborough School is an equal opportunity employer. Marlborough recruits, employs, trains, compensates, and promotes without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, genetic information, or any other basis protected by applicable federal, state or local law. Marlborough School is a diverse, inclusive community that strives to maintain diversity in all areas of employment.