Athletic Business Director

Hours: Full time.
Wage: To scale with benefits.
Beginning date: June 1, 2021 (negotiable)
Contact: Nicolle Ioanidis
Email: Please submit your CV to hr@prairie.edu.
Phone: 403.443.3030

POSITION MISSION: The mission of Prairie College is “to help establish God’s kingdom by equipping and mentoring individuals through biblically integrated education for life and careers that will meet the greatest needs of the world for the glory of God.” The purpose of Prairie Athletics is to provide a context for and contribute to the wholistic formation of student athletes as disciples of Jesus and to equip them for Great Commission and Cultural Commission engagement that will meet the greatest needs of the world. The Athletic Business Director position exists to provide excellent, relevant and primary leadership for athletics in pursuit of accomplishing that mission.

CONTEXT: Prairie College has four sports (i.e. Men’s Futsal, Women’s Futsal, Cross Country, and Indoor Track) in the Alberta Colleges Athletic Conference and desires to add more sports when it is appropriate. The College has a three court gymnasium facility (Rick Down Athletic Center) with a weight/exercise room. There is also a Sport Management and Leadership academic diploma/degree program (https://prairie.edu/sports-management/). Both the athletics program and the academic program require development and leadership.

ACCOUNTABILITY: Reports to the Dean of Education/Student Development.

DUTIES AND RESPONSIBILITIES:
General responsibilities include but are not limited to those noted below.

- Oversight to the entire athletics enterprise at Prairie in the both the practical and academic environments.
- Articulate and lead the philosophy and practice of athletics to advance both the mission of athletics and Prairie’s mission.
- Provide the vision, leadership, strategy and general management skills to progress the athletics’ mission.
- Stewardship of the resources such as the Rick Down Athletic Center, athletic equipment, and weight room.
- Champion health, athletics and sport ministry for all students/staff.
- Develop positive partnering relationships to advance athletics/sport both within and outside of the College.
- Implement athletic events such as game days, tournaments, and sport camps.
• Design and implement opportunities for varsity and intramural sport involvement by students.
• Recruit, select, assign, orient, develop, mentor, motivate, lead and evaluate all athletics positions so as to develop a high functioning and high performing team.
• Represent the college to ACAC including the administrative functions required for that involvement.
• Develop the business of athletics including responsibility for ensuring financial sustainability, strategic allocation of resources, fiscal accountability, development of funding sources, and management of the athletics budget.
• Oversight of all athletic operations/activities.
• Development and oversight of the Sport Management and Leadership degree/diploma as program director (http://www.prairie.edu/sport, https://prairie.edu/sports-management/)
  o Provide vision, direction and oversight.
  o Articulate and communicate the vision, goals and outcomes.
  o Review the currency and quality of the program and course offerings.
  o Recruit and retain students (in partnership with the Director of Admissions).
  o Advocate for and market the program both on and off-campus, including website (in partnership with the Director of Marketing).
  o Design and manage curriculum (in partnership with the Dean of Education).
  o Advise, mentor and disciple students. The Program Director is the academic advisor for all students in the program. The Program Director should meet with each student in his/her program at least annually.
  o Participate in the Graduation Candidature interview process.
  o Facilitate program assemblies and other collegial events.
  o Facilitate collaborative and cooperative relationships with other departments, programs and personnel of Prairie.
  o Foster positive partnering relationships with external organizations.
  o Connect students with quality industry professionals for training and career opportunities.
  o Budget proposal, administration and priorities.
  o Development and oversight of student practicums/internships, especially focused on international opportunities.

QUALIFICATIONS:
• Mission: Knowledge of and enthusiastic commitment to Prairie’s mission, vision, core values, statement of faith, and community covenant.
• Church: Understanding of and commitment to the local church.
• Character: Observable and contagious love for God, maturity of Christian character, team attitude, self-initiative, loyalty to organization and people, missional.
• Education: A graduate degree in a relevant discipline; preference for some formal Bible education
- **Experience**: Significant experience in sport/athletic ministry, evidence of administrative and leadership effectiveness, proven record of initiating and leading change.
- **Relational Competency**: Ability to work in collegial partnership with a variety of groups, able to communicate clearly and effectively, experience and ability in building team relationships, ability and skill to relate well to college-age students.
- **Skills**: Passion and ability to equip students for ministry, able to provide leadership through integrity rather than authority, competence and integrity in the management of finances, ability to plan, implement and evaluate initiatives, administrative ability.
- **English Language**: Excellent knowledge of the structure and content of the English language including composition and grammar.

In accordance with the standards of the government, preference will be given to qualified applicants who hold Canadian citizenship or are a permanent residence of Canada.

Prairie’s goal is to begin review of applicants by March 1, 2021 and to complete the hiring by May 1, 2021. However, applications will be received until the position is filled by a qualified person.