



**University of Puget Sound
Director of Athletics**

About University of Puget Sound

Founded in 1888, the University of Puget Sound (Puget Sound) is located in Tacoma, Washington, also known as “The City of Destiny”. Named one of the top 3 “Most Beautiful Campuses in America” by College Rover, Puget Sound is a leading national liberal arts and sciences university and believes that the best way to prepare students for success is through exposing them to multiple perspectives and engaging them in work that makes a difference in the world. Puget Sound’s mission is deeply instilled in every aspect of campus and aims to develop its students to have capacities for critical analysis, aesthetic appreciation, sound judgement, and apt expression that will sustain a lifetime of intellectual curiosity, active inquiry, and reasoned independence. The University’s core values of excellence, justice, leadership, creativity, respect, courage, and inclusion help students reach their fullest intellectual and human potential.

Puget Sound offers over 50 traditional and interdisciplinary areas of study and has over 100 study abroad programs in more than 40 countries. 73% of its students are from out of state, and students from 45 U.S. states/territories and 7 countries make up the almost 2,000 student population. With 125 student organizations and 23 NCAA Division III sports teams on campus, students have many opportunities to be involved in activities outside of academics. Puget Sound also offers part-time employment on campus, volunteering opportunities, and unique outdoor programs that allow students to see the beauty of the Pacific Northwest.

About the Position and Puget Sound Athletics

Reporting directly to the Vice President for Student Affairs and Dean of Students, the Director of Athletics is responsible for the leadership, strategic planning, management and administration of the University’s athletic program, in addition to overseeing budgets, personnel, planning, fundraising, marketing, and sports facilities. The Director of Athletics must also ensure full compliance with University, Northwest Conference (NWC), and NCAA rules and regulations governing intercollegiate athletics and all applicable State rules and laws.

Puget Sound competes as a member of the Northwest Conference and offers 23 varsity sports at the NCAA Division III level, supporting an average of 475 scholar-athletes annually. Puget Sound athletics have seen success with over 40 championships since 1999, and many of its sports continue to have success. The men’s and women’s soccer programs, men’s and women’s basketball programs, volleyball, and women’s crew are particularly competitive in the Northwest Conference, with teams regularly making strong postseason pushes. The Loggers cross country and track and field teams frequently compete at regional and national levels as well. To support this success, Puget Sound updated its Athletics and Aquatics Center in 2016, allowing for not only the varsity sports, but also club and intramural sports and the entire student body to have a fitness center that enhances their physical and mental well-being. Across all its sports, the University of Puget Sound emphasizes a balanced approach for its scholar-athletes, encouraging athletic performance while fostering leadership and personal growth in each scholar-athlete.

The Athletic Department is deeply committed to the liberal arts philosophy and strives to educate and promote personal growth and physical well-being through its programs. The department encourages an atmosphere of respect for self and others and has the objective of creating a community enriched by individuals of diverse backgrounds and offering participation and providing support for students without regard to gender, race, national and/or ethnic origin, religion, sexual orientation, or disability. Athletics also tries to provide as many opportunities as possible for students, staff, faculty, alumni, and the community to come together and express their spirit for the University.

Duties and Responsibilities

- Provide visionary leadership for the Athletic Department, ensuring alignment with the institution's mission, values, and goals, while developing a long-term vision for growth that responds to the changing needs of the student body, the University, and the broader athletic landscape.
- Serve as a primary spokesperson and advocate for athletics at the University, helping to secure the resources and institutional support necessary for the department to thrive through participation in planning, communication, and collaboration with the President and Vice President for Student Affairs and Dean of Students.
- Cultivate partnerships with functional areas across the University to collaborate on shared goals like student success, student and employee wellbeing, productive recruiting, and alumni affinity.
- Develop and sustain collaborative and innovative programming that leans into the University's shared values and positions Athletics as an integral part of the Puget Sound community.
- Recruit, mentor, support, and supervise a diverse pool of strong, ethical, and talented staff and coaches to foster success and ensure the efficient and productive operation of all administrative and operational business functions of the department.
- Lead efforts to continuously assess and improve the department's growth and competitive performance through implementing and instilling a culture of accountability by establishing specific goals and expected outcomes, ensuring that athletic programs remain competitive and contribute positively to the overall college experience.
- Communicate regularly and effectively with coaches, staff, scholar-athletes, and other University departments to ensure the department's objectives are met.
- Develop and manage the athletic department's budget, ensuring financial stability and efficient use of resources.
- Build and maintain positive relationships, in partnership with University Relations, with alumni, donors, and the local community to support athletics through engagement, donations, and other partnerships.
- Work collaboratively with University Relations to lead fundraising and revenue generation for capital projects and athletic program support, including developing a strategic plan for increasing revenue through seeking and managing external funding, including sponsorships, fundraising, and grants to support athletic programs and initiatives.
- Support the growth of the athletics affinity group and engage former scholar-athletes in university life, in partnership with Alumni & Parent Relations.
- Serve as a liaison between athletics and the academic division to ensure clear communication and alignment, particularly regarding the scholar-athlete experience.
- Foster a positive, inclusive, and supportive environment for scholar-athletes, focusing on both athletic success and overall personal development, including ensuring that resources are available for mental health and performance, issues and/or concerns related to Title IX, and overall well-being.
- Advocate for coaches and staff to ensure balanced workloads and engagement in campus and community activities.
- Partner with institutional stakeholders to plan, execute, and evaluate marketing and promotions campaigns to build the Puget Sound Athletics brand, increase attendance, and enhance athletics' visibility and engagement with campus and the broader Tacoma community through outreach initiatives, partnerships, and events.
- In collaboration with Admissions and other stakeholders, provide support and mentorship for coaches, ensuring they have the resources to effectively recruit, train, and develop their scholar-athletes.
- Address facility constraints and lead efforts to enhance athletic infrastructure, including the renovation of existing facilities and the development of new spaces that meet the needs of scholar-athletes and coaches.
- Maintain an up-to-date knowledge of NCAA, conference, and institutional rules, and ensure compliance across all sports programs.
- Ensure full compliance with NCAA, Title IX, and other relevant regulations.

Qualifications

- A bachelor's degree is required; advanced degree is preferred.

- The successful candidate will have a demonstrated record of administrative leadership and accomplishment in university or college sports programs to include visionary strategic and operational leadership, creative and conceptual thinking and effective resources management; or equivalent management experience.
- Minimum of 5-7 years of experience in intercollegiate athletics, including at least 3 years in an administrative role, demonstrating proven leadership experience as an athletic director, assistant athletic director, or equivalent senior-level role within a collegiate athletic department.
- Coaching experience, preferably at the head coach level.
- Reputation as a visionary leader with a strong track record of effectively guiding athletic programs and driving the department's strategic vision.
- Ability to develop and implement a long-term strategic vision for the athletic department that aligns with the institution's overall mission and values and demonstrates a commitment to Puget Sound's mission and its equity and inclusion values.
- Strong understanding of the unique challenges and opportunities of the role of athletics and scholar-athletes in a private, liberal arts university setting with respect to Division III athletics, philosophy and regulations, including a commitment to the scholar-athlete experience both academically and athletically.
- Strong financial acumen with experience in leadership, budgeting, and program/resource management.
- Fundraising experience for athletic programs and facilities
- Demonstrated ability to lead multi-unit teams of professionals in establishing and achieving ambitious goals.
- Ability to make tough decisions and manage through complex issues, including personnel changes and operational challenges.
- Demonstrated success in hiring, supervising, mentoring and leading senior-level staff and coaches who field competitive teams and graduate athletes.
- Experience working with a range of campus partners, including faculty, student life, and admissions, with an emphasis on relationship-building and effective communication.
- Strong interpersonal, written, and oral communication skills and an ability to work effectively with diverse populations of students, faculty, staff, and external constituents in a highly visible role.
- A demonstrated ability to foster an inclusive and supportive environment for scholar-athletes, coaches, and staff.

Application Process

University of Puget Sound invites nominations and applications or expressions of interest to be submitted to the search firm assisting the University. Applications must include a cover letter, resume or curriculum vitae, and list of references. For full consideration, application materials should be submitted to Parker Executive Search's [website](#) by **March 28, 2025**. Confidential review of materials will begin immediately and continue until the appointment is made.

For additional information, please contact:

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The University of Puget Sound does not discriminate within its employment or educational opportunities on the basis of sex, race, color, nation of origin, religion, creed, age, disability, marital or familial status, sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy or related conditions, veteran or military status, political affiliation, or any other characteristic protected by the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, and applicable federal, state or local laws.

All offers of employment are contingent on successful completion of required background checks. Washington state law (RCW 28B.112) also requires all candidates to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct.

The base salary range for this position will be \$150,000 to \$175,000 commensurate with experience and qualifications, or as mandated by a U.S. Department of Labor prevailing wage determination. Puget Sound offers a generous benefits package for eligible staff employees. For more information on Puget Sound's staff benefits package, please visit the [2025 Summary of Benefits for Staff Members in Exempt Positions](#).