

**Athletics Director
Florida College
Temple Terrace, FL**

Job Description:

Florida College is seeking applicants for the position of Director of Athletics. This role provides leadership for all intercollegiate athletics programs and oversees administrative functions associated with the Continental Athletic Conference and the NAIA. The Athletic Director is responsible for leading an athletic program that develops student-athletes, enhances the Florida College brand for all audiences, and furthers Florida College's mission.

Responsibilities

Leadership:

- Develop yearly performance goals with each member of the Athletic Department to ensure alignment with the Florida College mission.
- Lead eligibility endeavors in collaboration with the Faculty Athletics Representative and Registrar.
- Administer all national athletic association (NAIA) and conference (CAC) matters, including compliance with rules, eligibility of athletes, and representing Florida College at all necessary meetings.
- Collaborate with administration to plan and execute athletic scholarship programming to meet athletic recruiting and discount/net-tuition revenue goals.
- Strategic planning and implementation for research and development of athletics excellence at Florida College.
- Collaboration in donor development and fundraising for Athletics.

Operations Management:

- Collaboratively develop a pre-season list of performance goals including objectives for: targeted recruitment, individual athletic development of players, individual character development of players, teamwork development of the program, brand identity of the program – both on-and off-campus, and tiered expectations for wins/losses.
- Meet post-season to review goal accomplishment, provide developmental feedback to coaches, and provide an annual report to the President.
- Oversee the game day experience of home contests for all sports, including scheduling, arranging for set-up, scheduling officials, athletic trainers, ticket sales, etc.
- Oversee all athletic facilities in collaboration with Florida College's facilities department, including scheduling of the facilities between intercollegiate teams, intramurals, and FCA teams.
- Partner closely with the Florida College Business and Finance Office to develop annual budgets.
- Oversee athletic camps for all sports.

- Coordinate all details associated with the arrangements of team travel, lodging, and meals.
- Perform administrative duties to coordinate athletic operations, insurance, injury claims, and verification.

Minimum Required Qualifications

- Bachelor's degree in a relevant field with related experience.

Preferred Qualifications

- Master's degree in a relevant field with a minimum of three years of related experience or an equivalent combination of education, experience, and training.
- Experience with coaching and able to provide guidance, mentorship, and experienced assistance to Florida College coaches in one or more sports.
- Experience with NAIA and conference compliance, eligibility and reporting requirements.

Knowledge, Skills, & Abilities

- Knowledge of athletics, athletic programs, and physical fitness.
- Understanding and commitment to the mission of Florida College
- Proven track record of success in athletic program management.
- Influencing skills related to fundraising and the recruitment of athletes and coaches.
- Supervisory skills and experience with leading coaches and directing teams.
- Knowledge of filing reports, including but not limited to the EADA survey, ROI, etc.
- Coordination and organization skills with respect to arranging a schedule for all athletic teams, including managing tournaments.
- Administrative skills necessary for managing a budget and overseeing eligibility requirements.
- Ability to engage in self-evaluation regarding leadership, performance, and professional growth.
- Computer skills, including spreadsheets for budget and athletic statistics.
- Long-range planning skills for formulating departmental goals.
- Verbal and written communication skills, excelling in group presentations.
- Ability to organize multiple tasks and conflicting time constraints.
- Availability to work evenings and weekends as required by the position.

Interested applicants should submit a cover letter and resume to Karri Sample at <SampleK@floridacollege.edu>. Applications submitted by July 17, 2026, will receive full consideration.

Florida College is committed to maintaining a safe and secure campus environment and protecting the financial and physical assets of the institution. Therefore, Florida College

conducts background checks on all finalists for employment. Successful candidates must demonstrate support for the mission and values of Florida College.

Florida College is an Equal Opportunity Employer and does not engage in prohibited discrimination in employment based on race, color, religion, national or ethnic origin, age, sex, disability, or prior military service. Florida College complies with applicable federal and state nondiscrimination laws.