
ASSOCIATE ATHLETIC DIRECTOR RESUME

Objective:

Looking for employment as Associate Athletic Director for a full time position in order to practice my expertise and knowledge in the field.

Highlights of Qualifications:

- Remarkable athletic program management experience in NCAA Division
- Profound knowledge of managing a college athletic business operation
- Thorough knowledge of working and interacting effectively with a diverse, multicultural population
- Excellent written and oral communication skills
- Familiarity with NCAA rules and regulations
- Exceptional ability to effectively communicate, both written and verbal, with internal and external constituencies
- Exceptional ability to lead and direct multiple reports and prioritize tasks
- Immense ability to effectively communicate with internal and external constituencies

Professional Experience:

Associate Athletic Director, August 2005 – Present
Collegiate Sports Employer, Seattle, WA

- Directed and assisted with execution of all capital and endowment fund-raising campaigns.
- Oversaw budgets for all departments within the external division and ensured adequate control over these budgets.
- Administered various contracts including sponsorships, e-commerce, internet and radio.
- Communicated fundraising, marketing, promotions and ticketing efforts to all coaches and staff.
- Researched, cultivated, educated and solicited donations for the Department of Athletics.
- Developed and administered all policies and procedures for the division.
- Collaborated with other Executive and Senior Staff members to achieve departmental goals and objectives.

Associate Athletic Director, May 2000 – July 2005
North Carolina State University, Seattle, WA

- Oversaw a workforce of students in various capacities, non-student event management staff and student interns.
- Served as Director of Athletic Recruiting, provided direction and assistance to all part-time head coaches regarding the recruitment of prospective student athletes.
- Acted as Director of Athletics Sustainability to make sure department is in synchronicity with the sustainability mission of the College.
- Coordinated athletic equipment, provided inventory and storage management of all athletic gear and equipment.
- Acted as point person for the maintenance of all outdoor athletic fields.

Education:

Bachelor's Degree in Athletic Administration, Elon University, Elon, NC

Master's Degree in Athletic Administration, Franklin Pierce University, Rindge, NH

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