



Athletics Director

Girls Preparatory School
Chattanooga, Tennessee

Reports to Head of School
12-month Position

Girls Preparatory School inspires each girl to lead a life of integrity and purpose by engaging her mind, cultivating her strengths, and nurturing her self-confidence and respect for others.

Our School:

Founded in 1906 Girls Preparatory School, one of the largest secondary girls' day schools in the United States, enrolls nearly 600 college-bound students in grades 6-12. Generations of our accomplished alumnae are evidence that single-gender education works. The roster of GPS graduates who have gone on to make a difference in the world includes women in every field and every walk of life.

With a \$14M annual budget, a \$30M endowment, 57 acres and 300,000 square feet of facilities, GPS has built a highly successful athletics program. GPS fields middle and high school teams in sports that include rowing, cross-country, soccer, tennis, track and field, lacrosse, climbing, volleyball, basketball, golf, bowling, softball, swimming and diving, and cheerleading. Even though GPS does not require her students to participate in an afterschool activity, approximately 75% of the girls participate in at least one season of athletics. Additionally, about 10% of each graduating class continues playing on an interscholastic team in college. To learn more about our athletics facilities and program, please visit our [website using this link](#).

Our Hometown, Chattanooga:

Located on the north shore of the Tennessee River, with a panoramic view of nearby downtown Chattanooga, GPS is proud to call the Scenic City home and proud to have witnessed the city's Renaissance. Chattanooga's thriving arts scene, rich local history, and spectacular natural beauty have garnered national attention from the *New York Times*, *Travel + Leisure*, and *Outside* magazine, which recently named Chattanooga "Best Town Ever" for the second time.

The Opportunity:

As a visionary leader of a 21st century, girl-centered athletics program, GPS's Athletics Director (AD) is the face and thought leader of a comprehensive, interscholastic program that supports girls in grades 6-12 with a range of abilities and interest. Basing all decisions on the school's mission, values and strategy, the AD creates and implements a program that supports student-athletes while maintaining the school's integrity as a values-driven academic institution. Working with a team of coaches and other support personnel, the AD is a well-respected leader who is progressive in his/her approach to secondary athletics. By building productive relationships with students, parents, faculty, staff, and other external stakeholders, the AD leverages GPS's strong history to build an even greater future.

Major Responsibilities & Duties:

- Creates a visionary, interscholastic athletics program that is girl-centered and utilizes best practices in athletics administration based on research related to how girls learn and develop emotionally, socially, physically and intellectually.
- Recruits, trains, and retains top coaching talent by developing and using a comprehensive professional development and evaluation program. This work must be done in collaboration with the Director of Human Resources and in consultation with the Head of School.
- Engages actively in the identification, cultivation, stewardship and at times solicitation of donors for the GPS athletics program under the direct supervision of the Head of School and the Assistant Head of School for Advancement.
- Partners with the Marketing and Communications Department to define and articulate the value proposition of GPS's athletic program. Actively supports the development of promotional materials that communicate the value of the program to students, parents and donors.
- Creates and implements an athletics booster program for the purpose of generating school spirit and philanthropic support for the GPS athletics program from parents, alumnae, and friends. Using GPS's mission and values as the foundation, the AD must collaborate with the Parent Council and Advancement Department to forge an informed and collegial relationship.
- Develops a dynamic approach to communicating with students, parents, coaches, faculty and staff using the school's learning management system, social media and the vehicles provided by the Marketing and Communications Department.
- Oversees GPS's compliance with TSSAA and other related leagues/oversight organizations that support the GPS athletic program.
- Works closely with the Physical Education Department to support the talent pipeline and performance of student athletes for GPS athletic program.
- Serves as a member of the Events Committee and work with the Director of Auxiliary Services on all matters related to facilities and fields use not tied to an interscholastic event or part of a GPS team.
- Selects local and regional organizations and competitions that will promote GPS's athletics program, and determines participation in a strategic way.
- Generates thought leadership content related to girls and athletics via written pieces, social media and presentations. Proactively, establishes internal partnerships with various departments to support the athletics program.
- Leads the athletics program visibly by attending contests, communicating with girls and parents, and supporting girls in other aspects of the GPS experience.
- Covers administrative/security needs for each "at home" athletic contest.
- Contributes as a member of the Enrollment Management Team by recruiting and retaining student-athletes. This can involve helping students leverage the various support services available at GPS for academic, social, and emotional development.
- Supports GPS girls who explore continuing their athletic career when they matriculate to the college level in conjunction with their current coaches.
- Develops partnerships with feeder programs and other third parties that could provide goods and services in alignment with the school's gift policies, conflict of interest, and strategic plan. This will be accomplished with guidance from the Head of School.



- Forecasts spending and manages equipment, coaching stipends, travel and service budgets related to athletics following the GPS budget cycle.
- Works with a third party to provide the athletic training services needed for students and coaches.
- Manages all transportation, referee, scheduling, facilities and other related organizational matters related to the overall operations of the athletics program with the support of an administrative assistant.
- Works collaboratively and proactively with transportation, facilities and grounds departments.
- Teaches one course within his/her academic discipline and/or coaches one season.

Experience/Skills/Characteristics Expected:

- Strong sense of integrity and personal character, outstanding professionalism, sophisticated, and nuanced understanding of girls' physical, emotional and social development, and sense of humor required
- 7-10 years of athletics administration and/or coaching experience expected
- Advanced degree expected, in athletic management preferred
- Enrollment management experience is important
- Superb technology skills, especially Microsoft Office expected and OnCampus preferred
- Successful fundraising experience through events, campaigns, booster clubs or individual philanthropy desired
- Excellent verbal and written communications skills expected. Proven use of social media as a strategic communication tool strongly desired
- Talent acquisition and management experience using a diverse portfolio of resources expected

GPS is offering an attractive compensation package for our Athletics Director. This includes salary, benefits and tuition remission. Interested applicants should upload their cover letter expressing their interest and how their background meets the expectations of this position, their resume, and the contact information for five professional references [using this link](#). Only applications submitted this way will be considered. Applications submitted by Friday, March 24 will be given priority in the review process.

Girls Preparatory School is an equal opportunity employer. We are committed to providing a workplace free from discrimination and unlawful harassment. It is the School's policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, genetic information, veteran status, or disability or any other characteristic protected under federal, state, or local anti-discrimination laws. It is the intent and resolve of the School to comply with the letter and the spirit of the law in the implementation of all facets of equal opportunity. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.

All employees are responsible for complying with the School's equal employment opportunity policy.