



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Director of Football Operations
Department:	
Reports To:	

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

We are seeking a dynamic and highly organized individual to fill the role of Director of Football Operations. This key position will play a vital role in the efficient and effective functioning of our football program. The ideal candidate will possess a strong background in sports administration, excellent communication skills, and the ability to manage multiple tasks simultaneously.

Examples of Duties and Responsibilities:

1. ****Logistical Coordination:**** Manage and coordinate all logistical aspects of the football program, including team travel, equipment, and practice schedules.
2. ****Recruitment Support:**** Collaborate with the coaching staff to facilitate the recruitment process, ensuring compliance with NCAA rules and regulations. Organize official visits and maintain communication with recruits.
3. ****Budget Management:**** Work closely with the athletic department to oversee and manage the football program budget. Monitor expenditures, allocate resources effectively, and provide regular financial reports.
4. ****Event Planning:**** Coordinate and execute various football-related events, including fundraisers, banquets, and community outreach programs.
5. ****Player Welfare:**** Serve as a point of contact for players regarding non-athletic issues, providing support and guidance as needed. Foster a positive and inclusive team environment.
6. ****NCAA Compliance:**** Stay informed about NCAA rules and regulations, ensuring the football program's adherence to compliance standards. Work closely with compliance officers to address any concerns.
7. ****Technology Integration:**** Utilize technology to enhance football operations, including video analysis, communication tools, and data management systems.

8. ****Facility Management:**** Oversee the proper maintenance and usage of football facilities. Coordinate with facility staff to ensure a safe and functional environment for practices and games.

Knowledge, Skills and Abilities:

Qualifications:

- Bachelor's degree in sports management, business administration, or a related field (Master's degree preferred).
- Previous experience in football operations or sports administration.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Knowledge of NCAA rules and regulations.
- Proficient in using relevant technology and software.

Minimum Hiring Standards:

Education	- Bachelor's degree in sports management, business administration, or a related field (Master's degree preferred).
Years of Experience	
Years of Management/Supervisor Experience	

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