

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our Men's Basketball Coach and either Athletic Director or Assistant Athletic Director. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [Faculty Application](#) to Calvary University at humres@calvary.edu or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

Job Title: **Athletic Director (or Asst AD) and Women's Basketball coach**
Department: Athletics
FLSA Status: Full-time, Exempt
Salary: Athletic Director/Coach: \$54,000 or Assistant Athletic Director/Coach: \$42,000

Job Summary

The Women's Basketball Coach and either Athletic Director or Assistant Athletic Director is a dual role that combines the responsibilities of leading or supporting the overall athletic department in various administrative and operational capacities with coaching the women's basketball team. The determination as to whether this individual will be the Athletic Director or the Assistant AD will be made based on their qualifications and strengths.

Job Responsibilities

Athletic Director:

- Oversee the overall operations of the athletic department, including budget management and compliance with NCAA and MCCC conference regulations.
- Develop and implement strategic plans for athletic program growth, marketing, and fundraising.
- Provide guidance and support to coaching staff to enhance team performance and development.
- Serve as the primary liaison between the athletic department and university administration, faculty, and staff.
- Ensure that all athletic programs maintain academic integrity and comply with university policies and procedures.
- Coordinate and lead weekly Athletics staff meetings.
- Meet weekly with the President and submit written reports as required.
- Attend weekly Cabinet meetings.
- Serve on committees as assigned.

Assistant Athletic Director:

- Assist the Athletic Director in overseeing the day-to-day operations of the athletic department.
- Collaborate with other athletic teams and departments to ensure a cohesive and supportive athletic program.
- Oversee maintenance and repairs of athletic facilities, ensuring a clean and safe environment for athletes and spectators. Manage field operations and groundskeeping once fields are available.
- Coordinate all logistical aspects of game day set-up, including equipment placement, facility readiness, and team support.
- Lead initiatives to raise \$10,000 to \$15,000 through strategic fundraising efforts and manage contracts for specific projects as they arise.

Women's Basketball Coach

- Lead the women's basketball team in a Christ-centered environment that emphasizes academic excellence, character development, and athletic achievement.
- Recruit and retain talented student-athletes who demonstrate strong academic and spiritual commitment.
- Develop and implement a comprehensive coaching plan that includes game strategy, player development, and team building.
- Collaborate with the athletic department to ensure compliance with NCAA regulations and university policies.

- Mentor and coach student-athletes to achieve their academic and athletic goals.
- Mentor and develop assistant coaches and other team staff members.
- Manage team budgets, scheduling, travel arrangements, and equipment needs.

Shared Responsibilities:

- Collaborate with other coaches and staff members to promote the university's athletic program values of excellence, integrity, and servant leadership.
- Participate in campus-wide events and initiatives that promote Christian values and community engagement.
- Ensure compliance with NCCAA rules and regulations.
- Engage in fundraising efforts to support athletic program growth and development.
- Assist with other athletic events and programs as needed.
- Participate in university-wide initiatives and events that promote the university's mission and values.
- Collaborate with other departments on campus to promote campus-wide events and initiatives.

Job Qualifications

1. Required Qualifications

- Bachelor's degree in a relevant field.
- 3-5+ years of experience as a head coach or assistant coach in a high school, collegiate, or professional setting.
- Strong Christian values and commitment to promoting the university's mission, with a willingness to integrate them into the coaching philosophy.
- Proven track record of success in coaching and recruiting.
- Excellent communication, leadership, and organizational skills.
- Ability to work effectively with students from diverse backgrounds and abilities.
- Ability to work effectively with diverse stakeholders, including students, faculty, staff, alumni, and community leaders.

2. Preferred Qualifications

- Master's degree in a relevant field (e.g., education, sports management).
- Experience as an athletic director or assistant AD.
- National or conference-level coaching experience.
- Familiarity with NCCAA athletics.

Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap or veteran status.