



## **Widener University Executive Director of Athletics**

### **About Widener University**

Since its founding in 1821, Widener has undergone multiple transformations to become a selective, nationally ranked, doctoral university. Today, Widener offers bachelor's, master's, doctoral, and certificate programs to approximately 6,000 undergraduate and graduate students across three campuses and online.

Widener's distinctive programs reflect its foundational belief that the liberal arts and sciences and professional/pre-professional programs are mutually reinforcing. The University is home to seven schools and colleges:

- College of Arts and Sciences
- College of Health and Human Services
- School of Business Administration
- School of Engineering
- Jack and Nancy Dwyer School of Nursing
- Commonwealth Law School (in Harrisburg, PA)
- Delaware Law School (in Wilmington, DE)

Widener's diverse enrollment portfolio is a core strength and an ongoing priority. In recent years, the University has developed several innovative interdisciplinary offerings and research programs, including undergraduate majors in business analytics, digital media informatics, and robotics engineering; interprofessional graduate health sciences programs – including occupational therapy, speech language pathology, and physician assistant studies; multidisciplinary research programs addressing challenges in neurosciences and medical care; and a sustainability law and policy program combining environmental sciences with legal education.

Widener University is deeply committed to fostering a culture of belonging and advancing the success of every student. Under the leadership of a President who prioritizes inclusion and student achievement, Athletics plays a vital role in advancing these institutional pillars. Our athletics programs cultivate leadership, teamwork, resilience, and a strong sense of community, while maintaining a powerful connection to the academic experience through close mentorship from coaches and meaningful engagement with faculty.

Sitting on 110 acres, Widener University's largest campus is in the city of Chester, located only twenty minutes from Philadelphia, the nation's sixth largest city and home to world-class art, culture, sports, entertainment, and history. On its other two campuses, Widener has the unusual distinction of hosting two law schools: Widener University Commonwealth Law School, located in Harrisburg, Pennsylvania, and Widener University Delaware Law School, located near Wilmington, Delaware.

### **About Widener Athletics**

Part of NCAA Division III, the Widener University Pride are proud members of the Middle Atlantic Conference – the oldest and largest conference of its kind in the nation – and sponsor 20 varsity sports. Boasting 125 Conference championships, Widener University is committed to providing an exceptional intercollegiate athletics experience that complements and enhances its academic mission. Belonging is one of

Widener's strategic pillars and core to the experiences of students, faculty, and staff. The Faculty Liaison program is a key example of this core principle matching faculty members from across campus with each athletic team for support, mentorship, and advocacy. Widener Athletics aspires to be a nationally recognized department with an enduring commitment to attracting support and cultivating student-athletes distinguished by scholarship, character, and leadership. The department strives to promote a socially diverse, highly competitive environment that enhances living and learning experiences while encouraging active engagement in civic and campus life.

## **Position Overview**

Reporting to the Vice President of Student Engagement and Transformation/Dean of Students, the Executive Director is responsible for the organization, administration, and coordination of 21 university athletic programs and facilities, which complement the educational experience of the University. The Executive Director has oversight of department administration, staff operations, and the student-athlete experience. As a member of the Division of Student Engagement and Transformation, the Executive Director serves as a campus-wide leader, ensuring excellence in all aspects of Widener's intercollegiate athletics programs. The Executive Director must be skilled in collaborative leadership, long-range strategic planning, and professional development for staff and students.

## **Duties and Responsibilities**

### **Essential Duties:**

- Provide strategic leadership to achieve goals for competitiveness, student academic achievement, the student-athlete experience, compliance, financial management, and event attendance that reflects the mission and values of the university.
- Serve as a key member of the Vice President's leadership team and contribute to division-wide programs and initiatives.
- Communicate regularly with key campus partners and collaborate with campus offices to plan, problem-solve, and promote the student-athlete experience.
- Provide leadership in matters involving the NCAA and the Middle Atlantic Conference including compliance, communications, and conference regulations.
- Effectively manage available resources to support goals and objectives through the development, implementation, and monitoring of the annual operating budget.
- Direct and plan fundraising programs for Athletics in conjunction with University Advancement.
- Assume a leadership role in the development and implementation of an ongoing planning process for department staff, programs, and internal and external facilities.
- Provide leadership in the selection, hiring, and onboarding of coaches and other area personnel.
- Supervise the work of all coaching personnel and department staff members as well as provide leadership in the performance evaluation process.
- In concert with the Vice President for Enrollment and CIO and all the Head Coaches, develop goal-setting measures to monitor recruitment and roster goals of all coaches and support them in achieving those goals.
- Communicate regularly with key campus partners and collaborate with campus offices to plan, problem-solve, and promote the student-athlete experience.
- Participate actively in professional organizations through attendance at conferences, clinics and conventions as needed for an understanding of current developments within all areas of responsibility.
- Represent the University in matters involving the NCAA and the Middle Atlantic Conference.
- Ensure that all policies, operations, and compliance pertaining to University, NCAA, and Middle Atlantic Conference rules and regulations, related to athletic programs and student eligibility, are appropriately developed and executed.

## Secondary Responsibilities:

- Performs other job-related duties and tasks as assigned by the Vice President.
- Serve on campus committees.
- Certify that the department of athletics is compliant with all University, NCAA, and Middle Atlantic Conference regulations related to student eligibility and competition.

## Desired Qualifications

- Bachelor's degree required; master's degree preferred.
- At least five years of progressive leadership and management experience in collegiate athletic administration and/or coaching, or a related field, preferably within an organization of similar size and complexity.
- Demonstrated success in developing and executing strategic planning and effective organizational leadership.
- Demonstrated commitment to a program that promotes and supports both academic and athletic excellence.
- Demonstrated experience and proficiency with financial planning and budgeting.
- Experience in external relations, sponsorships, and fundraising.
- Strong communication and interpersonal skills and the ability to effectively communicate with both internal and external constituencies.
- Knowledge of the principles of intercollegiate athletics administration, budgeting and personnel management, NCAA Division III rules and regulations, Title IX compliance, gender equity, and diversity.

## Application Process

Widener University invites nominations and applications or expressions of interest to be submitted to the search firm assisting the University. Applications should include a cover letter, current resume or curriculum vitae, and a list of professional references. For full consideration, application materials should be submitted to Parker Executive Search's [website](#) by **March, 31, 2026**. Confidential review of materials will begin immediately and continue until the appointment is made.

For additional information, please contact:

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