



# Position brief for the position of Executive Director Middle Atlantic Conference

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## Contact Information

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# Opportunity Overview

## The Position

The Middle Atlantic Conference (MAC), with membership in Maryland, Pennsylvania, and New Jersey, has launched a search for the position of Executive Director to serve as the Chief Administrative Officer, responsible for all facets of conference operations.

The new leader will fill the role being vacated by the retirement of Ken Andrews, who has served the conference with distinction since 1999. The anticipated start date is targeted at the end of the 2019-2020 academic year.

The search committee invites nominations of, and applications from, accomplished individuals who will provide this nationally recognized NCAA Division III

Conference with outstanding leadership during a time of exciting change and development. The MAC has recently announced its plan to realign the Commonwealth and Freedom Divisions to a nine-and-nine conference structure, welcoming Stevens Institute of Technology and York College of Pennsylvania to the conference.

The next commissioner will engage with the presidents, athletics directors and other athletic leaders in the conference including coaches, officials and student athletes to envision and implement an innovative model of support for student-athletes that builds on rich history and excellence and leads to an even greater future for college athletics.



# About The Middle Atlantic Conference

Established in 1912, The Middle Atlantic Conference (MAC) is a voluntary association of independent, non-profit colleges and universities, diverse in missions and academic programs, but with a shared vision rooted in the values of the National Collegiate Athletic Association (NCAA) Division III and with special emphasis on promoting gender equity and racial diversity. The MAC is committed to excellence in undergraduate education, to education of the whole person, to high standards of athletic competition and good sportsmanship, and to support of student athletes so they may reach their full potential and be prepared for professional success and service to their communities. MAC presidents take seriously their responsibility to lead the conference, working closely with faculty, direct reports, student representatives, and athletic administrators.

The MAC models the best in NCAA Division III athletics. An association of private, nonprofit colleges and universities with diverse missions, MAC schools believe that athletics play a vital role in the growth and success of their students and the visibility of their institutions.

## The MAC has a rich and proud history

They are one of the longest-established collegiate athletic conferences in the nation. The MAC has a legacy of hard-working student-athletes, accomplished graduates, and highly-regarded institutions.

Their student-athletes have more opportunities than in any other DIII conference.

Over 7,000 student-athletes benefit from the conference's size, unique organizational structure, and sport sponsorship.

This mix of attributes results in competitive regular season conference play, highly contested conference championships, and NCAA championship access.

## The MAC is competitive

The MAC has won more than 145 NCAA Division III national titles. This is a competitive conference. Student-athletes play for the love of the game and thrive both academically and athletically.

## The MAC's impact extends beyond campuses

The MAC's student-athletes and graduates have a positive educational and social impact within the communities they call home.

Please visit <https://gomacsports.com/index.aspx> for more information on the MAC's history, philosophy and principles.



# The Position

The MAC Executive Director reports directly to the Board of the Middle Atlantic Conferences and shall serve as the chief administrative officer for the conference. The Executive Director shall have overall responsibility, subject to the Board, for the administration and operation of the conference. This shall include, but is not limited to these elements:

## Governance

- To administer, interpret and enforce the conference constitution, Bylaws and Administrative Regulations as well as those of the NCAA.
- To conduct, through the media, periodicals, meetings and the general service of the office, a continuous educational program looking toward the development of scholarship, sportsmanship and understanding of the values of competitive athletics and exert all reasonable effort to acquaint the public with the ethics and high ideals which motivate the conference in its conduct of intercollegiate athletics.
- Review and process medical hardship waivers.
- Issue interpretations of NCAA and conference rules and regulations.
- Serve as the official voting delegate to the NCAA and other sport organizations.
- Serve as the conference liaison to the athletics directors and the presidents of the conference.
- Receive and process all applications for membership.
- Serve as an ex-officio member of the Executive Committee, Athletic Directors Board, and all conference committees, which includes the oversight of committee chairs.
- To study any challenges of the conference and give advice and guidance to the members on alternative solutions to those challenges, promoting general welfare and mission of the conference at all times.
- Arrangements for all conference meetings and responsibility for the distribution of all minutes setting forth action by any of these groups.

## Finances

- Approve and authorize all conference expenditures.
- Collect and deposit conference dues, tournament fees, gate receipts, and other income.
- Maintain financial records for all transactions.
- Prepare the annual budget for Board approval.
- Oversee all aspects of the NCAA Conference Grant.

## Staff

- Hire, supervise, and annually evaluate all ancillary personnel.
- Serve as the direct supervisor to the Associate Executive Director and the Director of Media relations.
- Oversight, management and evaluation of the Conference Coordinators of Officials.
- Liaison between the conference, the conference Sports Information Director and representatives of the press, radio and television (including supervision of the Conference SID).



## Recognition

- Maintain conference files, records, and archives.
- Oversight and administration of all awards, including all team and individual awards, given by the conference.
- Ensure that recognition honors all aspects of the Conference activity.
- Act as the chief public relations officer for the conference.
- Produce reports and surveys that serve the membership and highlight conference strengths.

## Events

- Coordination and administration of all conference championships and tournaments and represent the conference at such events whenever possible.

- Coordination of annual retreat.
- Represent and advocate for the conference at the NCAA annual Convention and other special sessions deemed appropriate for the conduct of intercollegiate athletics in the Conference;
- Develop all conference schedules including those in select sports.
- Present a comprehensive annual report at the annual meeting.
- Visit member schools on a regular basis.
- Ensure the conference has an inclusive and vibrant SAAC.
- Additional duties as assigned by the Board.



# Priorities

The Middle Atlantic Conference seeks an Executive Director with strong leadership skills, knowledge of and passion for NCAA Division III athletics and a strong history in enhancing the student athlete experience.

The Executive Director will assist all member institutions to increase opportunities for student athletes, coaches, alumni, fans and other constituents.

The conference is driven day to day by the Athletics Directors with continued input and support by the Presidents.

As there is always room for improvement, the MAC has identified opportunity areas as follows:

**Realignments:** this past May, the MAC announced realignment for the 2020-21 academic year with the addition of Stevens Institute of Technology and York College of Pennsylvania. This will expand the MAC to 18 teams and two conferences- MAC Commonwealth and MAC Freedom- of 9 teams. The new Executive Director will help ensure a smooth transition.

**Communication:** the Executive Director will find the best way to communicate with Athletic Directors, Presidents, Student Athletes and other constituents to boost conference and school awareness and support for athletics.

**Sponsorships:** continued examination and review of current sports sponsorship by conference members to explore possible additions to the conference sponsorship offerings.

**Continuing Education and Compliance:** continue to emphasize NCAA and MAC compliance education and operations.



# The Candidate

## Competencies & Areas of Expertise

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- Outstanding leadership and communication skills.
- Complete understanding of DIII philosophy and the impact on student/athletes.
- Extensive experience in collegiate athletics, preferably in Division III, or other NCAA supported setting.
- Experience as coach, athletic director or conference staff.
- Unwavering commitment to athletics within higher education and campus setting.
- Willingness to travel, often on evenings and weekends.
- Bachelor's degree required; masters or doctorate preferred.



# How to Apply

In order to apply, please submit a comprehensive CV along with a cover letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include the names and addresses of three references. References will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is by email at: [MAC-ED@odgersberndtson.com](mailto:MAC-ED@odgersberndtson.com)

## Contact Details

For a conversation in confidence, please contact:

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# About Odgers Berndtson



Odgers Berndtson Executive Search is a leading global executive search firm, assisting private and public sector organizations find the highest caliber people for senior management appointments across North America and internationally.

Our reputation at the top of the executive search profession is over 50 years old. With offices in over 60 cities worldwide, our experienced executive search specialists operate with absolute discretion, integrity and care, and are expert in finding exceptional individuals for challenging roles.

## WE ARE GLOBAL

We have the support of an excellent international network of offices on the ground.

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