



Lighthouse Christian Athletics

Position Description: Executive Director (Athletics)

Location: Springfield, Missouri

For more details, visit the Lighthouse Christian Athletics website, <https://www.lcachargers.com>.

OVERVIEW

Lighthouse Christian Athletics (LCA) is seeking a passionate and experienced **Executive Director (Athletics)**, which will also be referred to externally in some cases as **Athletic Director (AD)**, to oversee and lead the athletic programs for LCA. LCA provides a range of sports, including Baseball, Basketball, Cheerleading, Cross Country, Football, Soccer, Softball, Tennis, Track & Field, and Volleyball, emphasizing faith, teamwork, competitiveness, and personal accountability. The Executive Director (Athletics) will work closely with the Sport Directors and the Executive Director (Development), and will report to the Board of Directors.

The Executive Director will have overall day to day operational responsibility for the running of LCA athletic programs, expansion, and execution of its mission. The individual will have deep knowledge of organizational mission, core programs, daily operations, financials, and fundraising.

This is a paid employment position.

DESIRED QUALIFICATIONS

- Strong commitment to Christian values and the mission of LCA.
- Experience in sports program management, coaching, or athletic administration.
- Excellent leadership, organizational, and communication skills.
- Ability to work collaboratively with staff, volunteers, and community partners.
- Strong understanding of the unique needs of homeschool athletic programs.
- Previous involvement in Lighthouse Christian Athletics as a parent, coach, or player is a plus, but not required.

RESPONSIBILITIES

1. Program Leadership:

- Responsible for all day to day operations of Lighthouse Christian Athletics.
- Oversee all sports programs offered by LCA, ensuring alignment with the organization's Christian values and mission objectives.
- Supports Sport Directors as needed in development and management of the athletic schedule, including practices, competitive events, and tournaments.
- Oversees sport operations in conjunction with Sport Directors.
- Facilitates regular meeting of sport directors (minimum of quarterly) to address organizational needs and objectives.
- Operates as conduit between the Sport Directors and the Board of Directors.
- Provide regular updates to the LCA board regarding athletic performance, program growth, and operational needs.
- Serve as the key point of contact between the board, sport directors, parents, coaches, and athletes.
- Serves as the “face” of the organization, internally and externally.
- Governance: Develops and enforces operational processes and procedures to ensure compliance to organizational, legal, and financial best practices.
- Responsible for producing the annual budget for submission to the board for approval.
- Oversees annual liability insurance renewal, making sure that coverages are aligned with the growing needs of the organization.

2. Team & Athlete Management:

- Assist Sport Directors in recruiting, onboarding, and enablement of coaches across all sports programs.
- Ensure adherence to eligibility requirements, including maintaining homeschool status for athletes.
- Ensures organization is operating in compliance with MSHSAA guidelines and policies related to Homeschool Associations, as well as sport specific policies.
- Develop and implement programs to help families and coaches with navigating the college recruiting process for athletes.

3. Operations & Compliance:

- Ensure safety protocols, including insurance requirements and liability management, are followed across all teams.
- Maintain LCA facilities and equipment, coordinating with relevant stakeholders for maintenance and improvements.
- Works closely with Board Treasurer and partner accounting firm to ensure accurate bookkeeping, quarterly reports, year-end financial statements, and year-end tax filings.
- Works with Sport Directors to ensure accurate and timely submission of annual budgets.
- Manage 3rd party vendors to ensure consistency across organization, and to ensure vendor selection is in accordance with LCA mission objectives.

Responsible for evaluating vendor performance in terms of quality, value, and support of the organization.

- Responsible for ensuring appropriate staff (volunteer and/or paid) is in place meeting LCA mission objectives.
- Manages and evaluates performance of all 3rd party tools and services to ensure best fit to meet organizational objectives in a financially responsible manner.
- Assists in annual renewal of organizational insurance policies.

4. Fundraising & Community Engagement:

- With the Booster Club Executive Director, co-lead fundraising efforts and manage budgets to support program needs..
- Build relationships with community partners, sponsors, and donors to enhance program support.
- Assist in organizing parent volunteer teams for event staffing, fundraising activities, and other supportive roles.
- Develops and implements promotional strategies to ensure the organization and its mission is widely recognized within the community.

5. Sport Operations:

- Supports Sport Directors as needed in areas of volunteer staffing, scheduling of facilities and resources, scheduling of events, and fundraising.
- Responsible for recruitment, selection, and vetting of new Sport Director Candidates.
- Participates in recruitment, selection and vetting of sport coaching candidates.
- Along with Sport Directors, responsible for evaluation of overall program (sport) effectiveness, which includes both financial performance and operational performance.
- Works with Sport Directors to ensure compliance with organizational policies, and consistency across sports.
- Assisting in coordination and management of tournaments and other major sport events
- Escalation point for Sport Directors, parents, and coaches for disputes regarding organizational policy.
- Escalation point for conflict resolution within the operational organization between parents, players, coaches, sport directors and other staff.

6. MSHSAA Compliance and Administrative Tasks:

- Ensures contract offers are responded to in a timely manner by Sport Directors
- Managing Athletic Director email address, and responding or forwarding as needed
- Managing annual MSHSAA contract review and associated changes
- Understanding MSHSAA handbook rules that pertain to Homeschool Associations, being available to answer questions of eligibility or other rules for coaches, sport directors, and parents who have questions.
- Ensuring prompt payment of annual MSHSAA invoice for Senior High and Junior High

COMPENSATION

This role is estimated to be part time, 20 to 25 hours per week. Compensation includes:

- Fixed annual salary depending on experience, paid on a monthly or semi-monthly basis
- Paid time off
- Paid Holidays
- Compensation will be reviewed annually based on fundraising, job performance and evolving demands of the role