



Director of Athletics
Notre Dame Belmont – Belmont, CA
July 2025

Notre Dame High School, Belmont (NDB) is an independent Catholic college preparatory school for young women dedicated to the educational mission of St. Julie Billiard and the Sisters of Notre Dame de Namur.

The Athletic Director at Notre Dame High School oversees a dynamic athletic program that includes 16 sports teams. This position requires a passionate leader who fosters a culture of sportsmanship, teamwork, communication, and excellence while ensuring compliance with league and school policies. In addition to managing the athletic department, the Athletic Director will oversee the Boosters organization and coordinate major athletic fundraising events, including the fall Golf Tournament and the winter Crab & Casino Night. Strong, positive communication skills with prospective parents and students, current parents, coaches, athletes, faculty, staff, and administration are essential for success in this role. This is a full-time position on campus.

Major Areas of Responsibilities

Leadership & Program Coordination

- Provides overall leadership and coordination among various sports to facilitate programs that offer student-athletes meaningful learning experiences.
- Ensures that the athletic program reflects the mission and philosophy of the school.
- Coordinates all athletic activities with other school programs and activities.
- Serves as a member of the Communications, Calendar, and Athletic Department teams.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates
The Search Group
200 High Street, Suite 610, Boston, MA 02110
T 617.542.0260 · F 617.933.3426
search@carneysandoe.com · carneysandoe.com

- Attends Athletic Directors Council Meetings.
- Represents the school at league, section, and state athletic meetings.
- Works closely with the Admissions Department to help represent the Athletics Department to prospective students, applicable middle schools, etc.

Coaching & Personnel Management

- Supervises and evaluates coaches and other personnel involved in the athletic program.
- Secures qualified teacher-coaches when possible and hires qualified part-time coaches when necessary.
- Provides coaching, training, and counseling to all coaches in NDB athletics.
- Oversees coaching certifications and provides quarterly opportunities for professional growth.

Budget & Resource Management

- Oversees and prepares the budget for the athletic program, ensuring expenditures align with the approved budget.
- Manages/Oversees individual managing the athletic equipment inventory, including maintenance, cleaning, and repairs.

Student-Athlete Eligibility & Safety

- Ensures all student-athletes meet eligibility requirements, including physical examinations, academic standards, and transfer regulations.
- Oversees that all practices and contests prioritize the safety of student-athletes and spectators.
- Coordinates seasonal meetings with coaches, student-athletes, and parents.

Game Day Operations & Logistics

- Oversees supervision of and game-day operations for both home and away athletic contests.
- Manages the coordination of referee assignments for all at-home athletic events.
- Supervises the athletic training staff and strength coach.
- Ensure athletic representation at matches when possible.

Performance Management & Supervision

- Provides immediate supervision to direct reports, assigns and reviews work, and resolves issues.
- Conducts performance reviews for all coaches and athletic staff.



Carney, Sandoe & Associates
 The Search Group
 200 High Street, Suite 610, Boston, MA 02110
 T 617.542.0260 · F 617.933.3426
 search@carneysandoe.com · carneysandoe.com

Marketing & Promotion

- Develops and implements strategies to promote the school's athletic programs within the community.
- Ensures strong athletic program representation at admissions events and open houses.
- Ensures head coaches attend admissions events to showcase the athletic offerings.
- Works with the school's marketing team to highlight athletic achievements through social media, newsletters, and other communication channels.
- Engages with local media to increase visibility of school athletics.

Fundraising & Event Coordination

- Oversees and supports the Boosters organization in enhancing athletic program funding.
- Plans, organizes and executes the annual fall Golf Tournament.
- Plans, organizes, and executes the winter Crab & Casino Night fundraiser.
- Develops and implements additional fundraising strategies to support athletics.

Communication & Community Engagement

- Fosters strong relationships with parents, coaches, student-athletes, and school administration.
- Acts as the primary liaison between the Athletic Department and the school community.
- Communicates regularly with families regarding schedules, expectations, and program updates.
- Responds to all parents/guardians regarding questions, concerns, etc. within 24 hours.
- Addresses conflicts or concerns in a professional, solution-focused manner.

Qualifications

- Bachelor's degree from an accredited college or university.
- Previous experience as a coach is required or equal thereto.
- Knows the overall operation of athletic programs.
- First Aid certification required.
- Excellent written and oral communication skills.
- Ability to organize and utilize time effectively to meet deadlines.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

- Self-starter.
- Embrace the concept of best practices and search for process improvement ideas.

Physical Requirements

- Work requires visual acuity.
- Must be able to focus on highly detailed tasks for long periods.
- Must be able to sit/stand for extended periods.
- Must be able to supervise for extended periods.
- Must be able to lift 25 lbs. in confined spaces.

The above statements describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their typical responsibilities from time to time, as needed.

Compensation and Benefits

The salary range is \$100,000-\$140,000. Final salary will depend on several factors, including a candidate's qualifications, skills, competencies, and experience. NDB offers a competitive and comprehensive package, which includes a 403(b) match, healthcare coverage, and a broad range of other staff benefits.

To Apply

Interested and qualified candidates should submit, as separate PDF documents, the following materials:

- A cover letter expressing interest in this particular position;
- A current resume with all dates included; and
- A list of five professional references with the name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission and not before a mutual interest has clearly been established)



to Rice Byran (rbryan@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com