



Summary:

Bullis School seeks an accomplished leader in athletics administration to serve as the Director of Athletics starting in the 2026-2027 academic year. A member of the school's Senior Leadership Team and reporting to the Associate Head of School, the Director must be a visionary, passionate, and collaborative leader. The Director will be responsible for developing, managing, coordinating, and supervising all aspects of Bullis' extensive athletics program for grades K-12. This is a 12-month position that will start on July 1, 2026.



**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

Principal Responsibilities:

- Provide visionary leadership, strategic planning, and policy development for the athletics program.
- Maintain an athletics program that is committed to the School's mission and strategic priorities.
- Maintain responsibility for all aspects of the Athletic Department's success, including outcomes for Bullis students and teams, hiring and evaluation of our coaches and the Athletic Department staff, scheduling, supervision of the athletic facilities, the athletics program budget, and transportation.
- Represent Bullis in the IAC and ISL and ensure compliance with all conference policies, rules, and regulations.
- Achieve balance by positioning the program for continued competitive success, while ensuring that all Bullis students' athletic and physical education needs are met.
- Ensure K-12 alignment while developing competitive teams through student engagement and internal growth.
- Promote and advance gender equity in the School's athletics program.
- Systematize the athletics program to encourage participation, establish a match between the number of student participants and amount of offerings, and provide a consistently positive and equitable experience across all sports, levels, and divisions.
- Track and report on team progress through analyzing past performances, recent successes, and areas for improvement.
- Promote athletic events within the School and to the greater community.
- Work closely with the Lower, Middle, and Upper School Division Heads, Admission Office, and College Counseling Office.

Qualities of the Director of Athletics:

- Proven ability to lead and provide vision for all athletic programs at the School.
- Outstanding communication and interpersonal skills—verbal and written—with a professional and empathetic approach.
- Ability to work independently as well as collaboratively.



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- Ability to strike the right tone and touch with all constituencies, including parents, students, colleagues, coaches, neighbors, the maintenance department, and many other individuals.
- A strong understanding of the developmental needs of lower, middle, and high school students.
- Excellent organizational and time management skills.
- High energy and enthusiasm about working in an academic atmosphere.
- Excellent organizational skills and the ability to multi-task effectively.
- Demonstrated commitment to the ongoing development and maintenance of an inclusive campus community.

Other Duties:

- The ability to regularly lift 25 lbs. (and occasionally more) with or without reasonable accommodations.
- Additional duties as assigned by the Head of School.
- This position requires working weekends and evenings.

Qualifications:

- Bachelor's Degree required, Master's degree preferred.
- Prior success as a coach preferred.
- At least 10 years or more of successful athletics program administration, including attracting, hiring, evaluating, and facilitating the professional growth of excellent coaches preferred; however, Bullis is also interested in considering candidates from non-traditional backgrounds for this position.



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To Apply:

Please send a **cover letter** and **resume** to:

Rice Bryan, Senior Associate
Carney Sandoe & Associates
Rice.Bryan@carneysandoe.com

And

Amanda Gastel, Placement Counselor
Carney Sandoe & Associates
Amanda.Gastel@carneysandoe.com

Please do not contact the school directly.



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