

KOPPLIN KUEBLER & WALLACE

THE MOST TRUSTED NAME IN EXECUTIVE SEARCH AND CONSULTING

ATHLETIC DIRECTOR PROFILE: THE OLYMPIC CLUB SAN FRANCISCO, CA

ATHLETIC DIRECTOR OPPORTUNITY AT THE OLYMPIC CLUB

Located in San Francisco's Union Square District, the Athletic Director (AD) opportunity at The Olympic Club (OC) is an exciting one for an energetic professional to lead with vision and be the inspirational force for growth and development of the most iconic athletic club in the country. The Club's 36-year tenured AD will retire in March 2021 leaving a vibrant legacy of fitness, sports, competition and team spirit. The 11,000 strong membership is loyal and supportive. The 165-year-old club has a compelling mission to provide the resources, modern facilities and professional expertise to engage members with a full spectrum of programs focused around aquatics, fitness, squash, exercise classes and competitive sports.

The new Athletic Director has the opportunity to plan for the future with a vital role in strategic planning. Superb facilities will come alive with dynamic programming from a committed leadership team and member volunteers led by the AD. The AD will flourish in his or her role by providing inspirational leadership for the department with clear objectives and high standards. Empowering and guiding the leadership team to give members an extraordinary experience at every touch point within the athletic department is a major objective. With rapid advances in athletics, fitness and wellness in recent years, the AD is expected to align the resources and personnel to keep the Club relevant serving a vital role in the health and wellbeing of The Olympic Club membership.

[Click here to view a brief video about this opportunity.](#)

ABOUT THE OLYMPIC CLUB

Established on May 6, 1860, The Olympic Club enjoys the distinction of being one of America's oldest athletic clubs. Long a West Coast powerhouse in amateur sports, the Club is the home of many local, regional, national and international champions.

In 1860, The Club was founded with 23 charter members, and has grown to a membership of over 11,000. Olympians enjoy access to two historic clubhouses in San Francisco: City Clubhouse, near Union Square, and Lakeside, adjacent to the Pacific Ocean and Lake Merced.

Built in 1912 after the 1906 earthquake and fire destroyed the original building, the City Clubhouse was restored to its original glory in 2006. The clubhouse features a fitness center, group fitness classes, handball and squash courts, two basketball courts, two swimming pools, hotel rooms, three dining facilities, 18 guest suites and two bars, in addition to other amenities.

In 1918, the Club assumed operations of the Lakeside Golf Club, giving members a second clubhouse. Ever since, golf has played a prominent role in the Club's history. The OC has hosted five U.S. Open Championships plus many more professional and amateur events with a remarkable lineup of prestigious events in the coming years, including the 2021 U.S. Women's Open, 2025 U.S. Amateur Championship, 2028 PGA Championship and 2032 Ryder Cup. In addition to three golf courses, Lakeside is home to a tennis facility with clubhouse, eight tennis courts (6 hard and 2 clay), a fitness room, two dining facilities and two bars, as well as other amenities.

Olympic Club athletic venues include 2 Olympic size pools and diving well, 2 indoor basketball courts, 3 singles Squash Courts and 1 doubles court, 4 handball courts, 2 fitness studios, weight rooms and strength training facilities. All facilities are in excellent condition.

THE OLYMPIC CLUB BY THE NUMBERS

- Total Membership – 11,000
- Average age: 41
- Total Club Revenue – \$65M
- Athletic Department Budget – \$3.2M
- Number of Athletic Department Employees – 15 FT / 15 PT
- Competitive Sports: Basketball, Cycling, Field Hockey, Handball, Lacrosse, Masters Swim, Rough Water, Rugby, Running, Ski & Snowboard, Soccer, Tennis, Softball, Squash, Triathlon, and Water Polo

THE OLYMPIC CLUB WEBSITE: www.olyclub.com

ATHLETIC DIRECTOR – POSITION OVERVIEW

The Olympic Club has a history of long tenure within the AD position as well as the senior directors running each of its departments. That trend is a testament to the team spirit that is prevalent throughout the Athletic Department and the sense of mission embraced by both staff and members. It is the responsibility of the new AD to lead this team to improve the lives of members and staff through supporting relationship that foster good health and wellbeing. The AD must have a natural desire to learn and improve, just as an athlete and team does. This is a position for the type of leader who can define this culture, teach it and live it.

The Athletic Director reports to the General Manager and is responsible for all athletic department employees. The following direct reports are the core of the Athletic Director's leadership team and include: Assistant Athletic Director, Aquatics Director, Basketball Director, Director of Squash, and the Athletic & Social Event Coordinator. It is a big job and one that requires the ability to articulate a vision, communicate clearly, empower the team and help individuals achieve success. It is expected the AD also work in concert with a cadre of member volunteers, commissioners representing the various competitive sports. Programming is an art and a treasured characteristic of a well-run department and is valued by The Olympic Club membership. The AD must build a creative culture for programming to thrive. In short, the AD is responsible for developing and overseeing dynamic athletic programs for the Club's adult and junior members.

Essential functions and responsibilities:

- Responsible for maintaining departmental budgets for equipment, fees, and other items necessary to enable the department to produce top level competitors, sportsmen and sportswomen.
- Leads and serves with all strategic planning initiatives.
- Oversees all athletic programs and camps for the members and junior members.
- Regular attendance at essential meetings, planning sessions, and Board events.
- Coordinates with coaches and directors to produce a comprehensive calendar of events, camps, and competitions for each season.
- Also works to coordinate competitions and events either off property or out of town at other clubs.
- Responsible for managing the safety of all athletes, especially minors, by ensuring compliance with The Olympic Club's Youth Protection Program.
- Serves as staff liaison to the Board's Athletics Committee to ensure the department executes the Board's direction and vision as it relates to sports programs at The Olympic Club.

EXPERIENCE, QUALIFICATIONS, CERTIFICATION AND SELECTION CRITERIA

- Preferably a minimum of 5 years of experience as an Athletic Director
- Work experience must be progressive in respected institutions with verifiable areas of responsibility and accomplishments.
- BA in Sports Management, Business, or other comparable fields
- Experience in formulating and monitoring budgets

- Experience with sports coaching, wellness programs, recovery techniques and/or a similar role with responsibilities for the development and support of athletes
- Ability to build strong and supportive relationships with a wide variety of stakeholders.
- The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform
- Interviews are by scheduled appointment only.
- All employment offers are pending satisfactory results from a background investigation and pre-employment drug testing.
- Pursuant to the San Francisco Fair Chance Ordinance, OC will consider for employment qualified applicants with arrest and conviction records.
- OC is an EOE M/F/D/V

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The Club, along with the typical senior staff benefits, offers an excellent bonus and benefit package.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process.

Preparing a thoughtful letter of interest and alignment with the above noted expectations and requirements is necessary. Your letter should be **addressed to Mr. Tim Muessle, General Manager/COO**, and clearly articulate why you want to be considered for this position at this stage of your career and why The Olympic Club and the San Francisco Bay area will be beneficial to you, your family, your career, and the Club if selected.

Your interest in this role must be communicated in the above manner no later than December 18, 2020 and preferably sooner or the applicant will be rushed to perform additional application prerequisites. Interviews are expected to occur in mid-January 2021 with the new AD assuming his/her role in a reasonable amount of time thereafter.

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name - Resume”

“Last Name, First Name - Cover Letter - The Olympic Club”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents. If you have any questions, please email Patty Sprankle: patty@kkandw.com

[Click here](#) to upload your resume and cover letter.

LEAD SEARCH EXECUTIVES:

Kurt D. Kuebler, CCM Partner

kurt@kkandw.com

561-747-5213

J.G. “Ted” Gillary, CCM, CCE, Search and Consulting Executive

ted@kkandw.com

313-220-6140