



## Women's Basketball Coaches Association

Contact: Mary Ellen Gillespie, Deputy Director [MEG@wbca.org](mailto:MEG@wbca.org)

The WBCA, the membership association for over 4500 individuals who coach women's and girls' basketball at all levels, is conducting a search for two (2) director level positions. Exact titles and responsibilities will be determined upon the identification and selection of the successful candidates and their specific skill sets. The WBCA is headquartered in Lilburn, GA. Successful candidates will be required to relocate to the Atlanta area.

### **Job Responsibilities:**

#### *1. Member Education*

- a. Organize the educational programming and professional development for the members of the association, with focus on the annual WBCA convention program.
- b. Year-round programming designed to educate coaches on current issues in the coaching industry
- c. Organize and execute the WBCA mentoring programs
  - i. Season-long individual mentor/mentee opportunities
  - ii. Season-long group mentoring opportunities
  - iii. Mentor Madness at annual convention
- d. Staff liaison to the Diversity, Equity and Inclusion committee
- e. Manage the WBCA career center

#### *2. Governance*

- a. Staff liaison to NCAA DI, DII, DIII conference captains
- b. Staff liaison to NAIA, Two-Year and High School membership and governing agencies
- c. Staff liaison to the Assistant Coaches Committee
- d. Work with NCAA, NAIA, and Two-Year and NFHS staffs on legislative updates and initiatives and seek delivery methods
- e. Work with general counsel on adherence to organization by-laws and board members on review and recommendations for amendments to the by-laws as necessary.
- f. Support the Deputy Director with nomination process and organization of all committee logistics
- g. Assist in board of directors' orientation and maintain and update the Board of Directors Handbook

#### *3. Communications and Public Relations*

- a. Oversee the storytelling of the WBCA and its members

- b. Collaborate with the Director of Digital Content to engage members via social media platforms.
- c. Oversee the branding of the association and ensure the proper usage of all WBCA marks
- d. Oversee the WBCA website, evaluate and make recommendations for improvement. Ensure information is timely and effective.
- e. Evaluate current communication methods and platforms and provide recommendations for increased efficiency and enhancement.
- f. Prepare correspondence to the membership
- g. Prepare correspondence under the signature of the Executive Director
- h. Prepare PowerPoints and other presentations on behalf of the executive leadership team
- i. Oversee the coaches' poll weekly (in season). Populate the poll voters committee. Seek efficient technology methods/platforms to conduct polls.
- j. Develop the WBCA annual report
- k. Assist in the management of the awards winners on-site at convention when applicable

#### 4. Events

- a. Manage the WBCA DIII All-Star Game (when applicable) and work with committee, selected by the WBCA, to execute the annual event. Organize monthly planning meetings,
- b. Assist in the execution of the annual convention, WBCA Showcase and any organizational sponsored events

#### Minimum Qualifications

- Bachelor's Degree and 5-10 years full-time professional experience in coaching, education, sport administration, marketing and/or communications, public relations, athletic conference administration
- Excellent oral and written communication skills. Finalists may be asked to submit writing samples
- Strong ability to think creatively and strategically

#### Preferred Qualifications

- Coaching experience
- Adobe, Microsoft Office 365, PowerPoint, WordPress
- Working experience and knowledge of higher education and NCAA governance structure, policies
- Budgeting and finance experience
- Graphic design experience
- Technology experience
- Demonstrated experiences working with coaches

Salary is commensurate with experience. Expected start date will be no later than July 15, 2026.

#### For Full Consideration

Please submit cover letter and resume to Mary Ellen Gillespie, Deputy Director, [MEG@wbca.org](mailto:MEG@wbca.org) no later than May 20, 2026.