

October 3, 2022

Heath Shand
City Council President
60 Pleasant St.
Newburyport, MA 01950

Dear Council President Shand,

I am writing to express my interest in the vacant seat on the Newburyport School Committee following the resignation of Sheila Spaulding from the committee. I believe that my personal and professional background make me an ideal candidate for the School Committee.

Born and raised in the City of Newburyport, I am a proud alum of the Newburyport Public Schools. I have devoted my entire professional career to higher education administration in the areas of athletics, extra-curricular activities, and fundraising and am currently the Director of Athletics and Recreation at Northern Essex Community College.

As the runner-up for the special appointment for a vacant seat on the School Committee in January of this year, I believe I have demonstrated my desire and commitment to serve our city as a member of the School Committee. My professional experience has many transferable skills I can bring to this Committee and I have a vested interest in our schools not only as a resident, but as a parent, who will have children attending the Newburyport Public Schools for the next 18 years.

I look forward to hearing from you regarding this opening on the School Committee and next steps in the process. Please do not hesitate to contact me at anytime to discuss this opening (978)-808-5333 or danmblair@gmail.com). My resume is attached.

Thank you again for reviewing my application and look forward to next steps.

Sincerely,

Dan Blair

Daniel M. Blair
Newburyport, MA 01950
danmblair@gmail.com | 978-808-5333

Professional Background

Northern Essex Community College

2017 – Present

Director of Athletics and Recreation

- 2021-22 NACDA/Cushman & Wakefield Junior/Community College Athletic Director of the Year
- Manage department with two full-time and 17 part-time staff and serve as member of CFO/COO Leadership Team
- Expertise in recruiting, growing athletic and recreational programs, and driving enrollment with a focus on increasing funding, hiring high-caliber coaches, enhancing facilities, and equity
- Oversee operations of the college Sport and Fitness Center, including Gymnasium, Wellness Center and Dance Studio along with outdoor athletic facilities
- Restructuring one of most successful athletics programs at a Massachusetts' community college designed to build on that success, involve more students in athletics, expand offerings at satellite campuses, and attract new resources to address facility needs
- Continue to increase revenue through higher number of programs, student-athletes, and international recruiting efforts
- Continue to expand the college's athletic program to 12 varsity sports and wide range of intramural and club sports and activities. Increased participation by more than 70 students
- Implemented a building space utilization plan that also brings in outside revenue and continue to identify new revenue streams to offset losses
- Successfully implemented COVID protocols and testing program. Became the first community college in New England to return to athletic competition
- Member of Region-21 Standards and Ethics Committee, National Baseball Committee, and National Soccer Committee for Community Colleges
- Responsible for all Marketing and Social Media campaigns for Athletics and Recreation
- Oversaw interior renovation of Sport & Fitness Center locker rooms, gymnasium and fitness center and a re-branding of the Knights logo
- Instituted an annual awards and recognition dinner for student-athletes and faculty who support recreation and athletics
- Lead annual fundraising efforts on campus as NECC Golf Tournament Co-Chair
- Established partner-relationship with Under Armor

Franklin Pierce University

2007 – 2017

Associate Director of Athletics (2015-2017)

- Oversaw all day-to-day operations of Franklin Pierce Athletic Department
- Responsible for administration of 13 varsity programs, budget management, athletic compliance, and event marketing

Assistant Director of Athletics, Internal Operations, and Compliance (2013-2014)

- Responsible for day-to-day oversight of the athletic department in absence of Athletic Director
- Sport Administration responsibility for 13 varsity programs
- Manage the annual athletic scholarship budget of \$3.0M
- Oversaw department wide implementation and continued use of Front Rush for recruiting, roster
- and compliance management
- Oversight of contract and ordering for department wide Under Armor vendor
- Responsible for the oversight of the intercollegiate equipment/laundry facility
- Assist with strategic planning related to enrollment and Title IX
- Assist with fundraising efforts for capital projects

- Oversee game day administration and facility operations for home contests

Assistant Director of Athletics for Compliance and Special Events (2009-2013)

- Oversaw NCAA Community Engagement & Game Environment Initiatives
- Sport Administration responsibilities
- Work in conjunction with Athletics Communication Office on all event marketing
- Responsible for the oversight of the annual Athletics Banquet and Hall of Fame induction
- Serve as Tournament Manager/Director for various NE-10 and NCAA Regional Tournaments
- Travel as required to represent University and Athletic Department at various meetings/events
- Assist with SAAC initiatives related to community service and rules education

Compliance Coordinator (2007 – 2009)

- Responsible for rules oversight of the NCAA, Northeast-10 and institution bylaws
- Department liaison to Admissions, Student Financial Services, Registrar and Academic Services
- Responsible for with NCAA and Northeast-10 including Initial-Eligibility, Hardship and SAR
- Responsible for all NCAA databases and reports (CA, Eligibility Center, ASR, ATS)
- Monitor and process all athletically related financial aid
- Transfer eligibility
- Monitor full-time enrollment status and Countable Activities
- Oversee Compliance Education for Athletic Department
- Process all Official Visit documentation
- Serve on Matriculation/Orientation Committee
- Responsible for filing grant requests with NCAA and Northeast-10

Additional Work Experience

Assistant Men's & Women's Track Coach, Bridgewater State University (2006 – 2007)

Compliance Intern, Athletic Department at Stonehill College (2006 – 2007)

Education

MS in Sports Facility Management, **Franklin Pierce University**

BS in Psychology with Special Education & Recreation Management Minors, **Bridgewater State University**

Volunteer and Committee Work

NJCAA National Baseball Committee (2021-Present)

NJCAA National Soccer Committee (2019-Present)

Newburyport Youth Soccer Association Coach (2019 - Present)

NJCAA Region 21 Men's Assistant Director and Treasurer (2019-2021)

NJCAA Region 21 Standard & Ethics Committee (2018-Present)

Matt Eaton Memorial Golf Tournament Co-Chair (2016-Present)

NCAA Division II Men's Lacrosse Championship Committee (2013-2017)

Northeast-10 Conference Track and Field Committee (2012-2017)

Northeast-10 Conference Committee for Sport Administration (2011-2017)

NCAA Division II Men's Lacrosse RAC (2012)