

JOB ANNOUNCEMENT

RACE MANAGER

Applied Materials “Silicon Valley Turkey Trot”
TiVo “Santa Run Silicon Valley”
Lam Research “Heart & Soles5K”

OVERVIEW

The Silicon Valley Leadership Group Foundation is currently seeking an enthusiastic, qualified candidate for a Race Manager position, the lead role amongst a small staff to coordinate three large running events on Thanksgiving Day, November 26, 2015, December 13, 2015 and February 6, 2016, in San Jose, CA, in an effort to raise over one million dollars for community non-profit organizations. The Race Manager is responsible for managing all aspects the three races on behalf of the Silicon Valley Leadership Group Foundation, a non-profit organization. Reporting to the Race Director, the Race Manager would be a contract employee, working an AVERAGE of 30-35 hours per week. Annual compensation for the position is based on experience and is a contract employee position without benefits. Sponsorship and registration bonuses are also available. Nights and weekend days are needed as well. Key responsibilities of the Race Manager include:

Race Management

- Develop and maintain a work plan with Race Director and staff and update as needed
- Work with Board, staff and Race Committee on evaluating and implementing enhancements to race experience
- Organize and manage a 40 member Steering Committee that includes managing committee members, identifying roles, providing race day orientation and managing monthly meetings
- Manage inventory, design, purchase and distribute all race materials, including shirts, medals, signage, in-kind donations, gift certificates
- Run all logistics, including oversight of contractors, race staff and committee members on race days
- Handle all events-related paperwork, including permits, encroachment permits, street closures, fire, parks, etc.
- Manage registration and timing companies, including recruitment, contracts and execution of services
- Oversee sponsorship fulfillment, payment invoicing and some solicitation
- Manage race subcommittees for special race categories; Elites, Mile Markers, Volunteers, Expo, Wellness and others
- Coordinate VIP reception including invites, attendee list, communication and provide support for the sponsoring venue
- Manage venue selection, course and festival locations for all races
- Provide neighborhood notification to residents and businesses impacted by the event and course with written notification two weeks prior to the event and handle follow up questions and complaints
- Oversee recruitment, selection and communication to over 2,500 volunteers for the three races

Technology/Communications

- Working knowledge of design process for print materials with Adobe products; brochures, posters, rack cards, signage to manage a graphic designer
- Working knowledge on how to develop and execute media plan and establish media relations to promote race with the ability to manage a marketing coordinator, including use of Constant Contact, Facebook, Twitter, Word Press
- Functional knowledge of Microsoft Office, including creating extensive budgetary spreadsheets, PowerPoint Presentations and word documents
- Functional knowledge of race registration and timing platforms

Budget and Sponsorships

- Work with Race Director to develop the race budgets and identify goals
- Manage race expenses and submit bi-weekly check requests, receipts and invoices to accountant

- Partner with Race Director to identify sponsors and develop Sponsorship Benefits Packages
- Identify and secure in-kind donors for race day food for volunteers and race participants, volunteer food during expo days and samples to be given from SVLGF booth at partnering race events for promotions

Organizational Support

- Evaluate and report on races at quarterly Board meetings
- Attend and report on race at weekly Staff meetings

QUALIFICATIONS

Required

- BA or BS degree
- 5+ years of experience in Events Management
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
- Detail oriented, flexible and adaptable
- Ability to multitask, prioritize, make efficient decisions and delegate
- Ability to work in a fast paced environment and under pressure
- Ability to manage time effectively and proactively
- Experience working with and leading a team
- Ability to work up to 7 nights during busy season and weekends as needed

Positive Traits:

- Confident and proven leader
- Creative problem solver who works well in a team
- Ability to thrive in a fast-paced environment and juggle multiple projects at once
- Can work well independently with sound judgment and strong initiative
- Organized, attentive to detail, and able to prioritize well
- Calm demeanor and clear decision making ability in high pressure situations

Preferred

- Experience in Events Management of events over 15,000 people
- Non-profit experience
- Connections to the local community

Application Process: Please submit a resume and cover letter to Tricia Fornesi via e-mail at triciaf@svlgfoundation.org. Application deadline is February 12, 2015.

Event Information:

Please visit the event websites at svturkeytrot.com, santarunsv.com and heartandsoles5k.com.

Questions can be sent to triciaf@svlgfoundation.org.