

# **JOB ANNOUNCEMENT**

## **ASSISTANT RACE MANAGER**

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

The Silicon Valley Leadership Group Foundation (SVLGF) is looking for an **Assistant Race Manager** for its three road races in San Jose, Calif.:

[Applied Materials “Silicon Valley Turkey Trot”](#)  
[TiVo “Santa Run Silicon Valley”](#)  
[Lam Research “Heart & Soles 5K”](#)

### **ASSISTANT RACE MANAGER JOB DESCRIPTION**

#### **Overview**

The Assistant Race Manager is an integral part of the Race Management staff, which plans and executes all aspects of the Silicon Valley Leadership Group Foundation’s races. Reporting to the Race Manager, the Assistant Race Manager will be an exempt employee. Some nights and weekend days are required in this position. Key responsibilities are listed below as well as other tasks as assigned.

#### **Race Management**

- Work with the Race Manager to develop and maintain a work plan for each event
- Help organize and manage event Steering Committees
- Help manage inventory, design, purchase and distribution of all race materials, including shirts, medals, signage, etc.
- Help oversee all logistics, including oversight of contractors, race staff and committee members
- Help handle all events-related paperwork, including permits, encroachment permits, street closures, fire, parks, etc.
- Help manage outside companies, including registration and timing companies
- Oversee event sponsorship fulfillment
- Manage race subcommittees for special race categories; Fittest Firm, Mayor’s Cup, Elites, Mile Markers, Volunteers, Expo, Wellness and others
- Coordinate VIP reception including invites, attendee list, communication and provide support for the sponsoring venue
- Help manage venue selection, course and festival locations for all races
- Provide neighborhood notification to residents and businesses impacted by the event and course as well as any follow up questions and complaints
- Help oversee recruitment, selection and communication to event volunteers
- Work with manage budgets
- Perform other event related duties with the assistance of the Race Manager
- Help manage interns working on events and event planning

**Technology/Communications**

- Working knowledge of design process for print materials with Adobe products; event and venue maps, 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 a race while working with a marketing coordinator, including use of Constant Contact, Facebook, Twitter, WordPress
- Functional knowledge of Microsoft Office, including budgetary spreadsheets, PowerPoint Presentations and word documents
- Functional knowledge of race registration and timing platforms

**Budget and Sponsorships**

- Manage race expenses and submit bi-weekly check requests, receipts and invoices to accountant
- Partner with Race Manager to identify sponsors and develop sponsorships
- 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

This position is a full time, non-exempt position.

To apply for this position, please submit a cover letter with salary requirements and resume to <mailto:resumes@svleadershipgroup.org> No phone calls please. Deadline for submission: Friday, July 10, 2015.