

## BCS Marathon Race Series JOB DESCRIPTION

POSITION TITLE:  
Race Director

RESPONSIBLE TO:  
Race President

Position is full time with salary commensurate with experience.

The Race Director will coordinate multiple events as well as oversee the work of vendors, contractors, temporary event staff, and volunteers. The Race Director will manage the organization, logistics, execution and quality control of all races in the BCS Marathon Race Series. He\She creates and executes detailed work plans and timelines and oversees event financial management and reporting. The Race Director monitors industry trends and implements standards accordingly. The Race Director oversees race registration, social media, runner communication, packet pick-up, and more.

The Race Director will be responsible for all aspects of producing *each* event, including but not limited to the following elements:

- Registration website
- Race website
- Social media
- Marketing
- Expo/Packet pick-up location
- Start/Finish area
- Course design/creation
- Permitting
- Traffic control and course mapping
- Volunteer support
- Water station coordination
- Sponsor recruitment
- Sponsor stewardship
- Vendor recruitment
- Vendor contract negotiations

### **Qualifications:**

- Bachelor's degree and ideally some experience in event planning
- Works well independently with sound judgment and strong initiative
- Organized, attentive to detail, and able to prioritize well
- Ability to thrive in fast paced environment and juggle multiple projects at once
- Proven leadership capability and experience
- Personnel & financial management skills
- Customer service and diplomacy skills
- Ability to adapt to changing dynamics
- Excellent oral/written communication and computer skills (specifically word/excel)
- Establish and maintain effective working relationships with contractors and volunteers
- Work a flexible schedule including early mornings, some weekends, and holidays
- Must have ability to lift and/or carry up to 25 lbs.
- Must be committed to and supportive of the running community

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified, nor as a guarantee that the duties described will only be performed by personnel assigned to this job description. The Employer reserves the right to revise the duties and responsibilities of this position at any time at their sole discretion.

### **About the BCS Marathon Race Series:**

The BCS Marathon Race Series began in 2011 with the inaugural running of the Bryan/College Station Marathon + Half Marathon. Just two years later, in 2013, the series had grown to include a total of 6 events with the Marathon/Half Marathon being the marquee event. In the past seven years, the BCS Marathon Race Series has seen well over 30,00 runners compete in our events. As of today, the marathon is the highest rated marathon in the state of Texas based on runner reviews ([www.marathonguide.com](http://www.marathonguide.com)).

Please print and answer questions from page 3 and send those along with resume and cover letter to [chris@mercyproject.net](mailto:chris@mercyproject.net) by December 31<sup>st</sup>, 2017.

*Please briefly answer the questions below.*

**How long have you lived in the Bryan/College Station area? How long do you see your family making Bryan/College Station your home?**

**Describe your involvement (if any) with the BCS Marathon Race Series.**

**Briefly describe any leadership roles you've participated in with as much detail about the projects as you want (timeline, number of people overseen, agencies interacted with, cost of project, etc.)**