

Job Posting: Director of Race Operations, GO! St. Louis

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GO! St. Louis is searching for a full-time Director of Race Operations to be filled immediately. GO! St. Louis is a non-profit organization that plans and executes some of the region's largest road races and endurance events, including the GO! St. Louis Marathon & Family Fitness Weekend, an event that has been produced for nearly 20 years. In addition to planning five races a year, GO! St. Louis provides community and youth programs that serve thousands of metropolitan area families each year. The mission of the organization encourages fitness opportunities for all ages and abilities - and is proud to have a strong local impact on health and wellness.

The Director of Race Operations is responsible for managing and organizing the technical aspects of all GO! St. Louis races. This position requires strong organization, an excellent understanding of event operations and procedures, and excellent communication skills.

The position includes the following key responsibilities:

- Design race routes and site layouts for all GO! St. Louis events.
- Build and maintain relationships with community partners and city officials.
- Secure necessary approvals, permits and community commitments from all agencies in question: police, fire, EMS, city, neighborhood associations, businesses, etc.
- Plan and structure race site and course aspects for each event: equipment, traffic management/street closures, event flow, etc.
- Contract and manage all vendors necessary for course and site management.
- Coordinate vehicle plan, including rentals, for all events.
- Develop and lead race operations crew who work all event weekends to manage race logistics.
- Manage warehouse inventory and logistics.
- Develop plan to ensure all race equipment is deployed and picked up on an appropriate time schedule, often with outside vendors.
- Assist President in setting policies for participants.
- Assist President during events in enforcing policies and procedures, including participant rules and emergency management plans.
- Assist with development of budget for race management expenses.
- Communicate regularly with all groups and communities affected by events.
- Work with and organize medical team to ensure coverage for all events.
- Develop and communicate emergency management plan with all necessary parties.
- Develop relationship with the running community, i.e. runners, stores, timing companies.
- Contribute to the organization in other capacities as assigned.

Qualifications:

- 5+ years experience in race operations or event operations and logistics.
- Effective and skilled leader who is able to build consensus.

- Ability to handle the fast-paced and deadline-driven environment of event planning.
- Ability to remain calm and focused during challenging situations.
- Strong planning and organization skills.
- Team player - a collaborative member of the whole team.
- Able to lift weight of 25 lbs regularly, and occasionally 40-50 lb weights.
- Availability to work non traditional work hours, including event weekends, as well as early morning/evening meetings.
- 4-year degree preferred.

Reports to: President

Salary: commensurate with qualifications and experience.

To apply: Please email a cover letter and resumé to Mona Langenberg, President at info@gostlouis.org (No phone calls, please.)