



Director - Events

Atlanta Track Club is a nonprofit committed to creating an active and healthy Atlanta. Through running and walking, Atlanta Track Club motivates, inspires and engages the community to enjoy a healthier lifestyle. With more than 30,000 members, Atlanta Track Club is the second largest running organization in the United States. In addition to the Atlanta Journal-Constitution JC Peachtree Road Race – the largest 10K running event in the world, the Publix Atlanta Marathon, the PNC Atlanta 10 Miler and Invesco QQQ Thanksgiving Day Half Marathon, Atlanta Track Club directs more than 30 events annually. Through the support of its members and volunteers, Atlanta Track Club also maintains a number of community initiatives including organizing and promoting its Kilometer Kids youth running program to metro Atlanta youth.

Reporting to the CEO, the Director - Events ensures the goals and outcomes of the events department align with the mission of the organization and is responsible for the safe and successful execution of all events in the Club's portfolio. The ideal candidate has extensive experience leading the planning and operations of large events and believes that running and walking can be used to positively to impact health and wellness outcomes. This person must be a leader of people and embrace working on weekends, evenings and holidays to deliver best-in-class event experiences to participants, volunteers, sponsors and spectators.

Responsibilities Include:

- Develop annual measurable goals and objectives for the Events Department that align with the Club's strategic plan.
- Build and manage an annual budget for the organization's events department.
- Provide a positive work environment which will cultivate a cohesive, productive events team capable of maintaining high levels of performance.
- Manage an intense calendar with a strategic staffing plan that continually evaluates and assesses the impact of the organization's events.
- Maintain existing and create new strategic partnerships with community groups, companies and/or agencies that enhance the organization's events.
- Design and implement a survey system that utilizes participant, member, volunteer and vendor feedback to continually improve the organization's event portfolio.
- Manage and oversees all operational and experiential aspects of events portfolio.
- Negotiate facility/site contracts for events.
- Serve as member of Atlanta Track Club Leadership Team.
- Ensure cross department communication occurs during every step of event planning process.

Minimum Job Qualifications

- A minimum of 5 years event management experience. Running or endurance industry is preferred but not required.
- Must be a highly organized, efficient, and detailed leader of process and people.
- Demonstrated knowledge of medical and other safety protocols required to stage large events.
- Proven ability to manage to budget.
- Communication skills, written and verbal, that show awareness of target audience.
- Must be a strategic thinker who can also act tactically.
- Must be a self-starter and possess the ability to work both independently and as part of a team.
- Must be able to prioritize and manage multiple projects and department staffers at the same time.
- Proficiency in Microsoft Office Suite.
- Understanding of CAD software preferred.
- Ability to work under pressure and on tight deadlines.
- Excellent decision-making skills.
- Must be available to work weekends select holidays and extended hours as needed.
- Creativity and passion for the ATC mission.

Interested candidates should email resume and salary requirements to careers@atlantatrackclub.org. No phone calls, please.