



Manager – Expos & Retail Sales

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 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 Director of Marketing and Communications, the Manager - Expos & Retail Sales will work collaboratively the Manager – Merchandise to drive sales of Atlanta Track Club/Atlanta Track Club event officially licensed-merchandise. The person in this role will create inviting experiences that showcase licensed products at events, expos and on the Club's e-commerce platforms. The Manager –Expos & Retail Sales will be responsible for the expos/race number pick-ups for the Club's big four events; the Atlanta-Journal Constitution Peachtree Road Race, The Publix Atlanta Marathon Weekend, Invesco QQQ Thanksgiving Day events and PNC Atlanta 10 Miler & 5K. The ideal person for this role has best-in-class customer service skills and has a passion for understanding and speaking about technical running footwear and apparel.

Responsibilities include:

- Integrate licensed merchandise sales opportunities into all member, event and programming experiences at the Club.
- Coordinate with Events Department on sales opportunity, space and staffing at events.
- Manage planning and execution of all expos and race number pickups including site selection, floor layouts, sponsor and vendor activations and all licensed merchandise sales.
- Develop and oversee short and long term email and digital marketing plan for the sale of licensed footwear and apparel.
- Work collaboratively with Manager – Merchandise and Manager – Brand and Design to ensure designs and styles produced by footwear and apparel partner appeal to the current and future Atlanta Track Club customer base.
- Become expert in product offerings of Atlanta Track Club footwear and apparel partner.
- Keep merchandise area of warehouse compact and well-organized
- Ensure that all incoming SKU's from Atlanta Track Club's footwear and apparel partner are properly inventoried, stored and/or delivered to relevant stakeholders and customers.
- Coordinate fulfillment of all e-commerce sales.
- Provide best-in-class customer service.

Minimum Job Qualifications

- Three to five years of retail or e-commerce sales experience.
- Proven record of inventory management.
- Experience planning expos, conferences and/or trade shows.
- Have a proven track record of exceeding sales quotas.
- Excellent written and verbal communication skills, written and verbal..
- Proficient in MS Office.
- Knowledge of running industry, footwear market.
- Strong customer-service skills.
- Sales-oriented personality.
- Creative-thinker with experience of bringing concepts to life
- Ability to manage schedule to achieve outreach, appointments and sales goals.
- Possess the ability to work both independently and as part of a multi-departmental team.
- Flexibility in schedule and willingness to work weekends, holidays and extended hours as needed to accomplish the mission.

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