

## **About NYRR**

New York Road Runners (NYRR) was founded in 1958 when a small group of passionate runners vowed to bring running to the people and has grown from a local running club into the world's premier community running organization. NYRR's vision is to build healthier lives and stronger communities through the transformative power of running.

NYRR's year-round offerings of races, community events, programs, and training resources provide hundreds of thousands of people with the motivation, know-how, and opportunities to start running and keep running for life. NYRR's premier event, the famed TCS New York City Marathon, attracts the world's top professional runners and committed amateurs alike, while also raising millions of dollars annually for charity and driving economic impact for New York City. NYRR is equally committed to the runners of tomorrow, passionately providing youth fitness programs that educate and inspire children in underserved communities in New York City, nationwide, and around the world.

Headquartered in New York City, NYRR is a 501(c)(3) organization. To learn more, please visit [www.nyrr.org](http://www.nyrr.org).

*At New York Road Runners, we are committed to building an inclusive, diverse workplace by finding the best candidate for the job. We understand that skills come from a variety of different backgrounds. Checking off every single requirement on our job description is not necessary to apply. If you think you are a good fit and have a passion for the work we do, please submit your application. We are eager to learn about your experience and skills! You may be the right candidate for this or other open positions.*

*New York Road Runners is an Equal Opportunity Employer*

## **About the Position**

The core responsibility of this position is to Direct the operations team of youth event leads and coordinators and lead the development and execution of all aspects of the Rising NYRR weekend events that include more than one stage, including those associated with our Five-Borough series events and the TCS New York City Marathon.

### **Job Responsibilities:**

- Under the supervision of the Head of Youth and Community Events, lead the operations of over 17 weekend youth events with more than one stage in it, including those associated with the 5-Borough Series and the TCS New York City Marathon, as they provide and deliver against the mission of the Rising NYRR philosophy.
- Manage and mentor a team consisting of Youth Event Leads, and a Youth Event Coordinator: Including event leads and event project planning, special projects, and the distribution of their daily workloads. Communicate and document project status and strategic recommendations to the Head of Youth and Community Events on a weekly basis.

- Project manage all new major weekend Rising NYRR events associated with the 5-Borough Series and the TCS New York City Marathon, also serving as Project Manager to the TCSNYCM Kids Kickoff
- Oversee all aspects of the event project life cycle for the youth events operations team: Budgeting/management, site planning, permits/approvals, logistical timelines, logistics preparation, medical and security needs, staffing and volunteers, vendor sourcing and negotiation management, contract management, execution of sponsorship activation plans, runner engagement activities, communication, registration, event execution and post-event recap and reconciliation.
- Effectively and efficiently plan and prioritize all full-time youth events operations staff resources working across project(s) based on scope of work and project goals.
- Budget management responsibility for all owned weekend youth event operations budget lines.
- Work with the Head of Youth and Community Events to contribute with departmental goal setting and work closely with the Youth Events team members to develop individual performance goals that align with organizational and departmental strategies and plans.
- Assess and implement workflow processes and procedures that maximize efficiency and effectiveness as well as improve youth participants' experience at owned youth events.
- Develop and maintain event standards (production levels, runner services and amenities, medical, safety, security, communications, technology solutions and contingency plans) standard operating procedures, planning management tools and event analytics for all owned Rising NYRR events with the goal of optimizing operational efficiencies.
- Manage risk associated with safety of youth, staff, volunteers, and spectators in and around owned youth events.
- With the Head of Youth and Community Events, liaise with City Agencies, sponsors, vendors, key venue partners and local communities to ensure successful operation and execution of owned Rising NYRR events.
- For owned Rising NYRR events, work with your Head Of and liaise internally with Community Impact, Strategic Partnerships, Runner Services, Marketing and Communications, Creative, Strategy, Planning and Analytics, and Finance teams to ensure the entire organization is together on partner deliverables, brand messaging and runner communications, overall event strategy, and budgets.
- Collaborate with the Event Management Logistics (EML), Warehouse, Timing and Competition Management, Volunteer, Hospitality, Safety and Security teams in Event Development & Production (EDP) to ensure all plans integrate seamlessly into the overall event operations.
- Ensure culture, diversity and inclusion are embedded in the Youth Events Operation's team philosophy and a part of the everyday operations.
- Other duties and department projects, as assigned.

- Manage the yearly generic souvenirs, bibs and ribbons ordering, assigning to events and recycling process.
- Work many weekends during the year and early morning start times
- Development of new, and improvement of existing, events
- Work with internal stakeholders and external partners on maximizing owned finisher participation and numbers
- Support the Head of in assigning event leads of each event
- Work closely with the Head of in the creation and maintenance of the yearly calendar
- Assign new projects to the team

**Job Requirements:**

*Experience:*

- Minimum 3 years of event project management experience, preferably in the area of youth involved sports and/or entertainment industries, including strong logistical/operational and customer service background.
- Must have extensive event site planning and management experience. Previous experience in the NYC event planning landscape is preferred
- Knowledge and understanding of the youth and community landscape in New York City.

*Education & Certifications:*

- Bachelor's Degree preferred but not required
- USATF Youth Coaching Certification preferred or willingness to obtain
- Technical knowledge of road racing and track and field events preferred
- CPR/AED and First Aid Certification preferred or willingness to obtain

*Skills and Attributes:*

- Proficient in Microsoft Business Applications (Excel, PowerPoint, Word, Teams) and/or mapping applications preferred
- Excellent written and verbal communication skills
- Working knowledge of event site power, lighting, connectivity, and A/V is preferred
- Ability to prepare budgets and provide detailed analysis
- Willingness to travel, work various weekends and extended hours as needed
- Must have strong leadership skills and the ability to work effectively in a collaborative team environment
- Focused attention to detail. Ability to effectively manage multiple projects simultaneously and work under tight deadlines
- Demonstrated ability to manage a team of employees. Managing day to day workloads and effectively prioritizing and delegating projects/tasks
- Comfortable presenting to organizational senior management and external stakeholders
- Proven ability to build teams and identify working groups for various assignments and responsibilities
- Strong commitment to diversity, equity, and inclusion

*Other Requirements:*

- Knowledge of the youth running industry and current best practices.
- Knowledge of the NYC Department of Education structure and current trends in the area of youth and community.

*Physical Requirements*

- Ability to lift 25lbs.

Salary: \$100,000/year