



## **Executive Director Job Description**

RunVermont in Burlington, Vermont seeks a bold leader who will oversee the annual Vermont City Marathon weekend of events, Half-Unplugged Half Marathon events, Island Vines 10K and other running related events and community programs organized by the small organization.

### **About RunVermont**

[RunVermont](#), a thriving non-profit organization in Burlington, Vermont, is the parent organization to the Vermont City Marathon, the second largest marathon in New England and the largest marathon relay in the nation.

The new executive director of RunVermont will have the opportunity to create a vision for how the organization will continue to provide fun, challenging and community-minded events for runners in Vermont. The executive director will determine how the organization will grow and evolve to best serve the running community, from youth to seasoned athletes, in Vermont.

### **The Ideal Candidate**

RunVermont is looking for someone who will lead the organization through its next phase, who has the skills and background needed to manage its commitment to community and equity, and who is enthusiastic about growing with the organization. The ideal candidate will possess a number of the following attributes, skills and experiences:

#### **A Visionary, Innovative, Strategic Leader**

- Engaged and passionate about RunVermont's mission to promote a lifelong commitment to running
- Skilled at communicating and advocating a common vision to leverage local, statewide, and national partnerships
- Demonstrated ability to lead and execute a strategic organizational vision and plan
- Demonstrated record in negotiating multi-tier and multi-year sponsorships and marketing partnerships and contracts
- Decisive and highly developed risk management capabilities, with the courage to act on opportunities as well as in the face of adverse situations
- Non-profit acumen in operations, management, and governance leadership
- Public spokesperson with strong oral and written communication skills

- Committed to racial and social equity and in developing a welcoming, collaborative, diverse and inclusive work culture, and climate
- Committed to building and sustaining an inclusive and equitable environment for all staff, volunteers, and event participants.
- Accessible and trusted leader who motivates, coaches, appreciates, and respects staff
- A trust and confidence builder, both internally and externally, across a diverse group of stakeholders
- Partner to the Board of Directors to expand its impact on behalf of the organization

## **Responsibilities**

### Management Structure & Operations

- Hire, oversee, manage and evaluate all RunVermont staff including Marketing & Communications Director, Youth Program Director, Registration & Volunteer Director, Race Operations Director, Expo Director and all other event personnel
- Oversee the RunVermont office operations and implementation of all events and programs
- Recruit, train and manage, retain and reward a large and diverse pool of volunteers
- Oversight and implementation of all Information Technology strategies relative to operating systems and platforms, coordination of third-party resources to provide an ongoing smooth and secure operational systems with which to conduct the day-to-day business of the organization
- Secure and review contracts related to office, storage, insurance, hotels, and all other contracts negotiated on behalf of RunVermont operations.
- Work with Board and Board Committee chairs in establishing and meeting yearly goals and objectives
- Work with Board, staff, and other organizational entities to develop, implement and evaluate all long-term strategic planning activities
- Work with the team to physically set up and break down events; therefore, the ability to lift 50+ lbs is required

### Financial Management

- Oversee the financial system and overall financial health of RunVermont
- Prepare annual RunVermont budget for review and approval by Board of Directors
- Train staff on budget procedures
- Assist treasurer with monthly updates and end of year financial report
- Manage operations consistent with the approved annual budget, which is approximately \$1 million

### Sponsorship, Marketing & Public Relations

- In conjunction with the Marketing and Communications Director, the development, implementation and oversight of all media and marketing activities for RunVermont events and programs
- Actively pursue long-term sponsorships, both in-kind and cash, and marketing partnerships

**Position Supervisor:** Board Chair

**Position Classification:** Exempt

**Position Scope:** Full-time, year-round. Approximately 40 hours/week. Flexible schedule and mandatory overtime required around events.

**Position Benefits:** A generous health care package and retirement plan.

### **Desired Credentials**

Minimum of 5 years experience in sport event management or related field

RunVermont is an Equal Employment Opportunity and Affirmative Action Employer and looks forward to an inclusive hiring process. RunVermont is committed to fostering an inclusive and diverse community, and encourages a broad range of applicants including women, people of color, LGBT individuals, members of ethnic minorities, foreign-born residents, and veterans to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.

### **Application Guidelines**

RunVermont seeks candidates who, through their work, life experiences and service to the community can contribute to the diversity, inclusivity, and customer service excellence of RunVermont. Candidates must include a resume and a cover letter that describes how you would contribute to these efforts and help to further this goal, and how your qualifications and experience match the needs and mission of RunVermont.

Send required documents to: [search@runvermont.org](mailto:search@runvermont.org)

We anticipate interviews starting March 15th.

The salary range being offered is \$90,000 - 110,000.

All submissions should be submitted to [search@runvermont.org](mailto:search@runvermont.org) and will be acknowledged and are confidential. The successful completion of a criminal background check is required as a condition of employment.