

Job Description: Executive Director – Knoxville Track Club

Location: Knoxville, Tennessee

The Knoxville Track and Field Club (KTC) is seeking a full-time professional, innovative, and enthusiastic Executive Director. The KTC is a 501(c)(3) nonprofit organization dedicated to supporting Knoxville and surrounding communities by encouraging life-long physical well-being through running and walking. The club has approximately 2,000 members and is a member of the USATF, AAU, Road Runners Club of America, Knoxville Area Chamber of Commerce, and Knox Area Greenways Coalition. We actively engage with the community through road races, trail races, youth programs, track and field officiating, run training programs, the Knoxville Marathon, and the Farragut 13.1.

Responsibilities

The Executive Director reports to the KTC Board of Directors, with duties assigned by the board. The position involves a flexible schedule, including work on some evenings and weekends, including holidays.

- Serves as the “Face of the KTC” for our members, our community, and the media, and maintains appropriate relationships with KTC sponsors, area organizations, community leaders, and businesses
- Manages the day-to-day operations in the KTC including administration, finance, marketing, and management of club staff
- Oversees KTC programming including road races, trail races, youth programs, RunKNOX, and social programs
- Participates in KTC activities including race events, board and committee meetings, and staff meetings and training
- Develops, maintains, and monitors the club’s operating budget
- Responsible for club policies and procedures, and compliance with them
- Oversees club fundraising planning and implementation
- Supports club sponsors with interaction with our events
- Supports our club’s committees and volunteers, including support to Race Directors
- Collaborates with the club’s accounting, legal, and other professional service providers

Education

Four year college degree (BS/BA) in Business, Communications, Marketing, Public Relations, Finance, or nonprofit administration, or equivalent experience required.

Experience

Minimum of 5 years’ related experience to job responsibilities.

- Management/supervisory experience
- Passion, enthusiasm, and commitment to the KTC’s mission, including demonstrated interest in or experience with running activities
- Working in an environment requiring flexibility and managing change
- Highly organized with the ability to work under pressure and handle multiple tasks
- Strong interpersonal and communication skills and the ability to relate effectively to diverse groups of people
- Present a professional image and possess conflict resolution skills, and demonstrate sound judgement and initiative

- Proficiency in Microsoft Word and Excel, as well as social media platforms
- Developing and managing budgets
- Develop and implement fundraising strategies, including sponsorship and grants
- Build and sustain community relationships and partnerships

Apply

1. Interested candidates can submit their résumé to Larry Brede, President of the KTC Board of Directors, at Lawrence.brede@yahoo.com. Résumés must be received no later than Sunday, May 14, 2017.
2. Candidates will be selected for interviews based on this initial résumé submissions.
3. Interviews are anticipated in mid-June with selection and hire in July. The successful candidate will transition with the Interim ED prior to assuming full responsibility.
4. A confidentiality agreement and non-compete statement will be required from the successful applicant.