



## Seeking Race Director

### Pequot Running Club is seeking a Race Director for our Thanksgiving Day Race

The Pequot Running Club is seeking an experienced Race Director to organize The Pequot Annual **Thanksgiving Day 5-mile Race and 2.6 mile Walk** at the Wakeman Boys and Girls Club in Southport CT. The race and walk had 4000 plus entrants last year and over 5000 before Covid.

The Pequot Running Club is nearly 50 years old and had been organizing and putting on the Thanksgiving Day Race in Southport since 1978. The mission of the Club is to promote running and related activities and to support local charitable organizations. The club has given away over \$1 million dollars so far.

The Race Director will have the responsibility for the success of the Race and have the responsibility for all aspects of the event life cycle from early planning through to execution on race day with the help of volunteers from the Pequot Running Club and the community. That will include development of new and additional sponsors and growing the number of entrants.

Experience should include race responsibility for events of 2000+ runners and sponsor and participant development. This is a paid position.

#### Other Requirements Include

- Strong attention to detail
- Strong written and verbal communications skills
- Proficiency with Microsoft Office
- A passion for running

#### Helpful Skills

- Social Media Expertise
- Race Scoring & RFID Timing

#### The Job Includes

- Continuing communication with Pequot/Wakeman key personnel
- Applying for road use permits (Westport)
- Attend Pequot Club board meetings as needed
- Maintain contact w/existing sponsors
- Promote event including increasing sponsorship and participation
- Contacting and managing service providers/vendors such as:
  - Registration provider
  - Timing service
  - Bib supplier
  - Tables/chairs rental provider
  - Sound provider
  - Port-A-Jon supplier
  - Dumpster provider
- Contacting police departments (Fairfield, Westport)

The new Race Director will take over full responsibility for the Race after the 2023 race and until then work with the existing Race Director who is retiring after next year's race.

Please send cover letter and resume to [pequotrunners@gmail.com](mailto:pequotrunners@gmail.com)