

Announcement: Capital City Marathon Seeks New Race Director

The Capital City Marathon Association (CCMA) is seeking candidates for the position of Race Director. After seven tremendously successful years, our current Race Director will be stepping down after the 2018 events are wrapped up.

The Association seeks Race Director applicants who are highly motivated, sticklers for detail, creative, and runner-oriented. Applicants must also value team-work, be able to manage multiple tasks, and perform well under pressure. The CCMA is interested in a long-term commitment; a minimum of five years is desirable.

The successful Race Director applicant will be working along side the current Race Director during the winter and spring of 2018 to become familiar with the workings of the Association and our events that take place each May. The expectation is that this individual will take the Race Director responsibility fully in September, 2018.

About CCMA

The Capital City Marathon Association is a not-for-profit organization. For thirty-seven years it has worked toward its primary goal: the health and well-being of the south sound community as achieved through running. The CCMA's primary function is to sponsor, stage, operate and promote the Capital City Marathon and related events in which over 2,200 individuals participate annually.

The CCMA strives to be an all-volunteer organization. This value is held dearly by the organization and it works to foster opportunities to give back to the community. Volunteers, including the Board of Directors, fill the leadership and task-level roles to accomplish the work of the organization and its events. This has resulted in a unique, positive relationship between the Board and the Race Director.

Race Director Responsibilities

The Board of Directors selects the Race Director to manage the execution of the Capital City Marathon. The Race Director is accountable to the Board. The Race Director is directly responsible for the day-to-day management of the Capital City Marathon and related events planning and execution, including:

- a) planning, directing, and coordinating the activities of the race event specific committees,
- b) recommending appointments or changes to race committee chair positions,
- c) advising the Board as an ex-officio non-voting member and ensuring Board policies and directives are carried out,
- d) working with the Treasurer to complete an annual budget,
- e) reporting monthly to the Board of Directors on race planning, progress, and issues,
- f) performing or ensuring the performance of all other duties that are assigned or delegated to the Race Director by the Board.

The Race Director is supported by a number of committee coordinators with many years of experience with the events. Existing leadership includes: An Assistant Race Director and

the following area coordinators: Registration, Course safety, Water, Medical, Social media, Race Communications, Sponsors, Awards, Kids' Run, Finish line, Food, Training Group, Run Fair, and Related Non-running Events.

The Board of Directors works with the Race Director to complete an annual performance assessment and reserves the right to review the actions of the Race Director.

The Race Director is also an ex-officio member of the Board of Directors.

Selection committee and process steps

A subcommittee of the Board is the selection committee.

The selection process includes the following steps:

- To express interest in the position of Race Director, submit the short Candidate Interest Form found on the CCMA Web page: www.capitalcitymarathon.org.
- The selection committee will identify candidates for initial interviews and conduct the interviews.
- References will be checked.
- Selection committee makes recommendation to Board of Directors.
- The Board of Directors takes action on the selection of the Race Director.
- Questions? Need more information? Contact Judy Hartmann at merjlh@comcast.net.

Interviews begin as candidates are identified in January 2018.

A candidate may be removed from the selection process at any step and a candidate may remove himself or herself from the process at any step.

*** Race Director recruitment is open until filled. ***

Interested in other opportunities with the Capital City Marathon?

The CCMA is always interested in bringing in new people with a passion for our events and volunteering. Want to get involved? Please contact:
Judy Hartmann at merjlh@comcast.net

Visit the CCMA webpage to learn more about our organization:
www.capitalcitymarathon.org