

## **Events & Operations Manager Beyond Monumental**

Beyond Monumental is a not-for-profit 501 (c)(3) organization whose primary purpose is to actively support youth health and well-being by providing access to exceptional events and programs. Beyond Monumental plans and executes three signature running events in the greater Indianapolis area (the CNO Financial Indianapolis Monumental Marathon, the Indy Half Marathon at Fort Ben, and the Monumental Mile), as well as two health and fitness related programs, and is searching for a passionate new team member to assist in those efforts.

### **Position Summary**

The Events & Operations Manager reports to the Director of Operations and Consumer Experience and is responsible for the planning and execution of operations and logistics for Beyond Monumental events and programs, while working cross-functionally to help ensure the entire consumer experience aligns with Beyond Monumental's brand and mission.

### **Responsibilities**

Event Logistics and Operations:

- Contribute to the development of logistics and operations project plans for Beyond Monumental events and programs. Manage and update project plans on a weekly/regular basis to track progress and manage workload.
- Partner with Beyond Monumental staff and Race Directors to effectively plan and manage event logistics and operations, focusing on consumer experience, continuous improvement, and efficiency.
- Manage the logistics and operations for the following event components and develop and maintain high-quality documentation, tools, and resources:
  - Race Runs of Show,
  - Start and Finish Areas,
  - Monumental Health & Fitness Expo,
  - Sponsor and Partner activations in collaboration with the Strategic Partnerships Manager,
  - Other course locations/activations,
  - Oversee race sustainability plans based on overall Beyond Monumental strategy,
  - Signage installation, and
  - Additional components as assigned.
- Manage the design, ordering, shipping & receiving, storage, and inventory of all Beyond Monumental event shirts, awards, medals and signage (on-course signage, trade show booths, tents, etc.). Work cross-functionally to ensure designs align with Beyond Monumental/race brands, consumer experience strategy, and sponsor/partner deliverables.
- Implement and manage Beyond Monumental's volunteer, on-course entertainment, and community outreach retention, recruiting, and engagement strategies:
  - Provide leadership and support to Beyond Monumental staff members, Race Organizing Committee Members, and Key Volunteers/Captains,
  - Manage the cross-functional development/design of retention, recruiting, and engagement tools and resources,
  - Manage interns hired to support volunteer, on-course entertainment, and community outreach,
  - Develop/Maintain volunteer training materials and manage necessary training, and
  - Schedule, plan, and host relevant meetings and trainings.
- Assist with other duties to improve overall event experience for participants, sponsors, volunteers, spectators, local residents, and the overall racing community.
- Create and compile event after action reports after every event.

#### Operations:

- Contribute to the development of Beyond Monumental operations project plans. Manage and update project plans on a weekly/regular basis to track progress and manage workload.
- Manage all operations (i.e. layout and functionality, receiving, inventory, etc.) for Beyond Monumental warehouses.
- Manage and coordinate activations (expos, community events, etc.) for volunteer and on-course entertainment recruitment and community outreach.
- Manage the year-end Monumental Appreciation Celebration.
- Assist with providing Monumental service to participants in all events throughout the year, including fulfilling orders/requests and managing shipments.
- Manage the information technology environment, including software (office 365, etc.), personal computers and mobile devices.

#### Qualifications

Ideal candidates will have a passion for the sport of distance running and experience in the sport and/or the event industry and have the following competencies:

- A desire to contribute to a committed team, working hard to support the Indianapolis running community;
- Willingness to work nights and weekends as required by workload, deliverables, or events;
- Excellent communication skills, both written and verbal;
- Demonstrated project management and organizational skills;
- Proven ability to work under multiple deadlines with a collaborative spirit and poise under pressure;
- Commitment to providing outstanding participant experience and customer service;
- Strong technical skills including the ability to manage basic office technology, troubleshoot staff technical issues, effectively use Microsoft Office, etc.
- An established network in the greater Indianapolis running, volunteer, and/or events community is a plus.

Interested candidates should send a letter of interest and resume to [careers@beyondmonumental.org](mailto:careers@beyondmonumental.org).