



Partners for Youth (PFY) and Routt County Riders (RCR) have teamed up as co-owners to host the Emerald Mountain Epic each August. The Emerald Mountain Epic is a charity event that challenges racers to compete at their personal best, while promoting safety, fun, camaraderie and community. Entering its 13th year, the event has become an annual staple on the race calendar for mountain bikers and trail runners alike, in Colorado and well beyond.

Position Title: Emerald Mountain Epic 2023 Race Director

Position Summary:

In collaboration with the Executive Directors of PFY and RCR, oversees the planning and implementation of all aspects of the Emerald Mountain Epic fundraiser event. This includes, but is not limited to: Developing partnerships and sponsorships, obtaining permits, managing race communications and marketing, coordinating race routes and aid stations, and ensuring all necessary contracts are in place for race weekend. This is a year-round, contracted position with potential to grow.

Required Qualifications:

- Significant experience as a Special Events Director, managing projects, race events or programs, preferably specific to running and mountain biking
- General knowledge/familiarity with BikeReg or other common race registration platforms
- Experience developing corporate partnerships and/or sponsorships
- Experience managing and coordinating volunteers
- Valid driver's license and reliable transportation
- Excellent verbal and written communication skills, ability to relate effectively with people of varying backgrounds
- Demonstrated ability to foster positive, supportive relationships with collaborative partners
- Willing and able to work occasional evenings and weekends (race weekend non-negotiable), and outdoors in all conditions
- Able to lift 50 lbs repeatedly
- Working knowledge of computer operations including Microsoft Office programs (Word, Excel, Publisher)
- Ability to work with and continually track an event budget

Desired Qualifications:

- A responsible, flexible, mature, enthusiastic character
- Ability to multitask, manage time, be detail-oriented, and show initiative
- Ability to work independently and with a team, delegating when necessary
- A passion for outdoor athletic competitions, including trail running and mountain biking
- Familiarity with Routt County and the Emerald Mountain trail system
- Knowledge and familiarity with nonprofit fundraising and/or mission-driven work

Key responsibilities include, but are not limited to:

- Work in a lead role with PFY and RCR Executive Directors to manage and coordinate all aspects of the event (Sponsorships, Marketing, Registration, Race Ops, Volunteers, Racer Outreach)
- Assist in securing and managing race operations contract labor, including Timing, Announcing, Medical Response and others as needed
- Represent Emerald Mountain Epic at community meetings, events and presentations

Compensation:

Independent Contractor Agreement outlining terms to be signed upon hiring. Yearly contract rate ranges \$15,000-\$20,000 DOE to be paid quarterly, plus 5% of net event income. Estimated hours will vary depending on workflow, ranging from 10 hours per week to 40+ hours (event week itself).

Application:

To apply, please submit a cover letter and resume to the Emerald Mountain Epic Hiring Committee: info@emeraldmtnepic.org

Priority will be given to applicants who submit by Wednesday, November 30th, 2022. This position is open until filled, with the goal of a start date Monday, December 12th.

Emerald Mountain Epic staff and volunteers embraces inclusivity and diversity; we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Please refer to www.emeraldmtnepic.org for more information on the event and benefiting organizations. You may also contact Lindsay Kohler, Executive Director of Partners for Youth, lindsay@partnersyouth.org, 970-879-6141 x308.

The two non-profits have created Partners Routt Riders, LLC for the sole purpose of hosting this charity event (and being awesome). PO Box 770094, Steamboat Springs, CO 80477.

