



Title: Manager, Marketing & Communications

Employer: Houston Marathon Committee, Inc.

Salary: Commensurate with experience and includes comprehensive benefits plan

Commitment: Full-time

Working Hours: 40 hours/week plus evening and weekend events throughout the year

At the Houston Marathon Committee, we celebrate diversity and equity. We are committed to creating an inclusive environment, and encourage people of all backgrounds, perspectives, experiences, and skills to apply. The HMC is proud to be an equal employment opportunity employer. All employment decisions are made without regard to race, religion, color, national origin, gender, gender identity, the presence of a sensory, physical or mental disability, medical condition, military status, marital status, pregnancy or childbirth, sexual orientation, age, genetic information, status as a victim of domestic violence, sexual assault or stalking, political ideology, or any other non-merit-based factors.

Benefits:

- Hybrid work from home/in-office policy
- Fully paid health benefits package for all full-time employees
- 401k matching program
- Cell phone allowance
- Favorable PTO policy with vacation, sick, holidays, and summer schedule

Work you'll do:

The Manager of Communications will report to the Director of Business Development and be responsible for all communications both to our audience and media.

Responsibilities include but are not limited to:

Year-Round Duties

- Write and distribute all written collateral, including press releases, publications, and advertising copy.
- Direct the flow of content across all digital channels including website, newsletters, and social media
- Develop and enhance local and national media relationships; manage day-to-day media requests
- Responsible for departmental and event communication budgets
- Manage relationships with outside vendors and sponsors for all publications
- Create Organizational Plan for event Media Center and execute over race weekend
- Develop and manage Press Operations Plan for the race weekend and special events
- Manage the Ambassador Program
- Coordinate special projects and assist in office tasks as requested
- Serve as a key member of the event execution team

Race Week

- Manage the Media Center
- Coordinate Pre-Race and Post-Race Press Conferences

- Lead and manage the Production Team

Qualifications:

- Four-year degree in Marketing, Communications, Journalism, or related field required. In lieu of a degree, relevant experience may suffice.
- Minimum 2-4 years of internal and external communication and writing experience
- Minimum 1-2 years of social media experience and well-versed in multiple communications channel—print, online, and digital
- Minimum 1-3 years of web management experience, including working knowledge of HTML and content management systems
- Effective writing and editorial skills
- Ability to take initiative, work independently, and perform effectively within a team environment
- Strong interpersonal, organizational, and planning skills
- Effective leader, able to build consensus among all constituencies
- Detail-oriented with ability to multi-task and handle a deadline-driven environment
- Team player, able to interact positively with diverse volunteer members, employees, and external constituents
- Ability to work nights and weekends as needed, particularly during peak season of October through February. You will meet with volunteers both before and after the race, and these meetings are typically held in the evenings. We also have some evening organizational events, such as the Hall of Fame or Sponsor Appreciation dinners. We occasionally host weekend events, such as community outreach events, committee-wide meetings or workdays at our warehouse.

Preferred:

- A working knowledge of the running industry and sports event management
- Experience with graphic design and/or video editing

Company

Formed in 1972, the Houston Marathon Committee, Inc. (HMC) is a 501(c)(4) nonprofit organization that plans an annual multi-race running event (marathon, half marathon and 5K). The HMC is comprised of a volunteer board of directors, 12-14 staff members, 175 volunteer committee captains, and approximately 7,500 race day volunteers.

Please submit resume and cover letter to jobs@houstonmarathon.com with Communications Manager in the subject line.