

## Loppet Foundation Seeks Chief Operating Officer

The Chief Operating Officer works with the executive director, the organization's various business units, and key volunteers in order to ensure that the Foundation is successful and stays on budget. The COO has two key functions. First, the COO works with the Foundation's leadership team to ensure that the business units across the organization work in harmony, and that they stay on budget. Second, the COO works with key volunteers and staff in order to ensure that Loppet events run smoothly and efficiently, achieve the Foundation's broader mission and advance the Board's [strategic plan](#) from both a branding and financial perspective.

### Specific duties include:

- **Intra-Organizational Work:**
  - **Budgeting.** Work with finance manager and directors in order to establish and bring to life an annual budget for the organization.
  - **Reporting.** Ensure that accounting department and directors have adequate information to provide reports, and work with directors to ensure that reporting happens on a regular basis.
  - **Volunteers.** Ensure that the Foundation's major events are successful by recruiting and retaining volunteer leadership teams and working with the leadership teams to ensure that they have the pieces that they need to succeed.
  - **Project Management.** Develop systems and take a project management approach to events, including building timelines, checklists, mapping, etc.
  - **Development.** Work with the executive director and leadership team on the development of events and new programming.
  - **Registration & Database.** Work with the Database Manager to ensure that registration and database management happen successfully.
  - **Event Infrastructure.** Work with the Trails Superintendent and Events Coordinator to ensure that event logistics, and infrastructure are taken care of through the maintenance and volunteer teams.
- **External:**
  - **Permitting.** Work with the City, the Park Board and other municipal and related entities to ensure that events are permitted properly.
  - **Communications.** Work with the Loppet's Communications Department to ensure that event communications (website, emails, etc.) have correct and timely information on event logistics (times, dates, places, etc.).
  - **Sponsorship.** Coordinate with Development Director on the procurement of sponsors for Loppet events and programming in order to meet budget and organizational goals.
  - **Marketing.** Work with the Loppet's Marketing Department:
    - to ensure that the events are well-marketed and that participation numbers are strong,
    - To ensure that the events have adequate participation and sponsorship to

support the Events Department's budget.

The Chief Operating Officer reports to the executive director.

Strong candidates will be proven leaders with strong interpersonal and organizational skills. They will have strong communications, marketing and sales skills and will have an understanding of registration and database needs. The best candidates will have an interest in the outdoors, they will be interested in and understand cross country skiing, mountain biking, trail running, and paddling. They will have a sense for both logistics and grandiosity. They will be strong and proven managers of people. Finally, they will have an understanding of the parks and geography of Minneapolis.

Note that candidates interested in *participating* in Loppet events need not apply for this job. :)

Salary is competitive and based upon experience. Send resume and cover letter to [wilde@loppet.org](mailto:wilde@loppet.org). Applications are being accepted until Monday, March 12.