



Company: Sioux Falls Sports Authority

Job Title: Project Director

Job Type: Full Time

Responsibilities: The project director is primarily responsible for SFA event operations; including event management, volunteer coordination, sponsorship procurement/execution and web site management. The nature of events includes the Sioux Falls Marathon, Summit League Basketball Championships, as well as additional events/tournaments throughout the year (multiple sports, multiple organizations).

Requirements:

- Effectively manage time and responsibilities to meet varied deadlines
- Proficient in Microsoft Office & Adobe Creative Suite
- Strong verbal, written and communication skills
- Must be able to adjust and think quickly during stressful/time sensitive situations
- Able to openly and effectively communicate with supervisor, co-workers, board of directors, sponsors, volunteers, and other event stake holders
- Works effectively with a team and committee to manage the events
- Continue to be innovative and creative when planning events to enhance and improve year after year
- Receives constructive feedback well and adapts as necessary
- Ability to work nights and weekends (during events)
- Ability to lift 50 lbs

Organization: The Sioux Falls Sports Authority was formed in 2006 by community leaders to recruit major sporting events to the Sioux Falls area. It is managed by a board of directors made up of 15 community members, an executive director, project director and project assistant. Since its inception, the Sports Authority has hosted numerous National Collegiate Athletic Association National Championships, tournaments and other sporting events, including the Summit League Basketball Championships since 2009 and the Sioux Falls Marathon since 2015. For more information, visit sfsportsauthority.org.

Location: Sioux Falls, S.D.

Application Deadline: September 21, 2018

Desired Start Date: Monday, October 12, 2018

Salary: Commensurate with experience

More Information: Send letter of application along with resume and three (3) relative industry references to (electronic submission preferred):

Thomas Lee - Executive Director / Sioux Falls Sports Authority
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