



OPERATIONS MANAGER
REPORTS TO: DIRECTOR OF OPERATIONS, DETROIT GRAND PRIX

Downtown Detroit Partnership has an excellent opportunity for an energetic individual to serve in the role of Operations Manager. This position works directly for our subsidiary, the Chevrolet Detroit Grand Prix presented by Lear.

The Detroit Grand Prix will return to the streets of Downtown Detroit May 31-June 2, 2024. The Grand Prix will include the Chevrolet INDYCAR Grand Prix featuring the cars of the NTT INDYCAR SERIES, the sports cars of the IMSA Michelin Pilot Challenge, the rising stars of racing competing in the Indy Lights series and the iconic muscle cars of the Trans Am Series presented Pirelli. We are an organization that is focused on being a positive force in our community. Since the event returned to Detroit in 2007, the Detroit Grand Prix has embraced our roots in the Motor City and the event continues to engage with local students, families, businesses, and community groups to provide experiences that help educate and enrich the lives of Metropolitan Detroit residents.

The Operations Manager is responsible for managing all aspects of vendor partners, including operation coordination, equipment orders, fulfillment and adhering to timelines to ensure proper execution of the operational event plan. This person will manage communication between vendors and the Detroit Grand Prix (DGP) Operations Department and staff throughout the setup and removal of the 1.7-mile race circuit in Downtown Detroit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Job descriptions do not typically include every duty or responsibility that a person in the role may be asked to perform. The following is a thoughtful list based on needs.

- Participate in the review of construction vendor, contractor and material supplier contracts, invoices, and change orders.
- Maintain an organized contract and invoice filing system as well as maintain internal order system.
- Coordinate invoice routing and monitor payments to contractors and vendors.
- Review insurance compliance report to ensure vendor policies meet the requirements and are up to date.
- Provide general administrative support to the Operations Staff.
- Maintain the radio inventory and distribute radios and accessories.
- Prepare and distribute vendor credentials.
- Maintain the master key system and distribute keys.
- Initiate, organize and attend meetings with construction vendors and appropriate members of the DGP Team.
- Prepare agendas for meetings and make arrangements such as coordinating catering for luncheon meetings.

- Collaborate with other staff members and departments including Accounting, Event Promotions, and Sponsorship fulfillment.
- Handle sensitive information in a confidential and discrete manner.
- Draft internal and external correspondence in a professional manner.
- Participate as a team member to assist with a variety of tasks required in the operation of the Grand Prix office.

QUALIFICATIONS AND CORE COMPETENCIES

- Bachelor's degree preferred.
- 11 - 3 years of operations or construction project management experience.
- Proactive, efficient, flexible, resilient, and organized team player.
- Strong organizational and time management skills
- Demonstrated ability to multi-task and prioritize in a fast-paced environment; proven ability to handle pressure.
- Effective communication and relationship building skills.
- Highly motivated and resourceful self-starter with a positive attitude.
- Ability to work independently and as part of a team.
- Ability to prioritize and follow up on tasks and perform multiple responsibilities efficiently and accurately at the same time.
- Able to interface with colleagues, senior executives, and clients effectively and personably, recognizing the need to adjust communication style according to the audience.
- Innovative thinker and self-starter
- Enthusiasm for and commitment to the community, and communication of our vision, mission, and core values to existing and potential partners.
- Proficient in MS Word, Excel, Outlook, and PowerPoint

Interested and qualified candidates can apply by sending a resume and cover letter to DDPcareers@downtowndetroit.org

Downtown Detroit Partnership offers a comprehensive list of benefits for eligible employees including paid time off and holidays in addition to:

- Medical, Dental, Vision, Prescription Coverage, Health Savings Account
- 401k (with employer match of any contribution up to 6 percent of total salary)
- Long Term Disability and Life Insurance
- Flexible Spending Accounts (Healthcare FSA, Dependent Care, Commuter Transportation)
- Worksite Voluntary Benefits (Accident Insurance, Critical Illness, MetLaw and Life Lock, Holiday Savings Account, 529 College Savings Account, My Pet Protection Insurance, Fifth Third Bank Membership Benefit Banking Program).

At Downtown Detroit Partnership, we are intentional about diversity, equity, and inclusion. Downtown Detroit Partnership, an equal opportunity employer, does not discriminate in employment opportunities or practices based on race, color, religion, sex, sexual orientation, genetic information, national origin, age, disability, height, weight, military status, veteran status, or any other characteristic protected by law.