



Location: Columbia, MD 21046  
Employee Type: Full-Time  
Industry: Not for Profit – 501(c)7  
Job Type: Club Racing Program Support  
Education: 4 Year Degree or equivalent combination of professional and academic experience  
Experience: 5 years in business setting preferred

Position: PCA Club Racing Business Manager

Location: PCA National Office is located in the Baltimore-Washington area (Columbia, MD). Out-of-area candidates will be considered if willing to relocate.

#### GENERAL SUMMARY:

The PCA Club Racing Business Manager will provide support services for the Club Racing program of the Porsche Club of America (PCA). Job duties will be multifaceted, although the position's primary objective will be to support the National Club Racing Chair.

Reporting to the PCA Executive Director, the PCA Club Racing Business Manager will manage Club Racing sponsorship deliverables, support the entire Club Racing National Staff including the Club Racing Coordinator, Chief of Timing and Scoring, Chief Scrutineer, Chief Steward, Club Racing News Editor and provide support for and perform other duties as assigned by the National Club Racing Chair.

This position will involve travel approximately 10-12 times per year.

#### ESSENTIAL JOB FUNCTIONS:

Supports the PCA National Club Racing Chair:

##### Sponsorship:

Negotiate sponsorship, review contracts, establish and provide deliverables, set up event sponsorship duties, ensure supplies and shipping containers are intact and available, communicate with

sponsors, secure all awards for all races. Review PCA Club Racing publications.

Points System:

- Track results and audit results
- Manage contingency programs

Expenses & Club Racing budget:

- Assist in the management of Club Racing budget

Race Schedule:

- Approve race applications (in future after training)
- Distribute race schedule to all PCA media outlets

Statistics:

- Accumulate statistics for operational and financial reports

Equipment:

- Ensure all supplies are in the field where needed
- Shipping of operations equipment

Coordination with:

- Zone Reps
- Insurance
- Travel arrangements as needed
- PR agency

Social media

- Facebook
- CR Web site

Forms, Procedures & Manuals:

- Maintain all Club Racing forms
- Maintain all Club Racing Procedures & Manuals

Meetings:

- Set up Steward, Scrutineer, and Time Tech meetings

Awards Banquet:

- Set up and attend annual National Club Racing Awards Banquet
- Set up 944 Cup east and west banquets
- Set up GT4 Clubsport Series banquets and socials

#### KNOWLEDGE, SKILLS AND ABILITIES:

1. Proficiency in using personal computers and various office software packages including word processing, spreadsheets, presentations, and email management;
2. Strong communication, writing and editing skills;
3. Ability to work independently and take charge of all facets of execution while directly supporting the National Club Racing Chair who will not be in the same area.
4. Must be highly organized and able to prioritize and manage multiple projects simultaneously.

#### MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Business or equivalent combination of professional and academic experience;
2. Five years' experience in business setting;
3. Personal attributes include strong interpersonal skills, confidence, self-motivation, and excellent organizational skills.
4. Additional Experience: Knowledge of Club Racing is a plus. Experience with sponsorship deliverables is a plus.

#### BENEFITS AND COMPENSATION:

1. Salary: starting at \$70k, negotiable based on experience
2. Paid time off; personal time, vacation and holidays
3. 401(k) Retirement Savings Plan (partial co. match after eligibility period)

If interested: please provide a resume, cover letter, and salary expectations to:  
[admin@pca.org](mailto:admin@pca.org)