

Are you ready for your next, exciting, career opportunity? The Executive Director is responsible for managing and executing all aspects of operation for non-profit organization that includes but not limited to the overall coordination and marketing of large scale community events, development and management of organizational structure and financials, leadership of board members and volunteers, and securing and servicing all aspects of financial support for the Festival and events.

Responsibilities and Duties

Establish and maintain effective working relationships with staff, sponsors, City of Fayetteville, vendors, volunteers, community organizations, the media, and the public.

Develop and execute plans for the solicitation of financial support for the Festival and events.

Operations management which includes budgets, contract negotiations, accounts receivables and payables, fundraising, grant writing and community projects. Accurately manage the receipt, disbursement, and record keeping of all funds

Design and implement a successful template of service for effective logistical needs. This includes ability to identify essential coordination needs and details for successful load in and out of events.

Maintain an approachable office environment, easy access to applications and information, and continue to build an industry reputation with vendors and sponsors for their support.

If you have strong experience in organizing events and are a “hands-on” manager, then this opportunity could be the most exciting step in your career.

Qualifications & Skills

Diplomatic navigation of relationships
Ability to problem solve and excel in critical thinking
Event production history
Ability to lift 30+ pounds
Ability to work in heat for extended hours
Ability to qualify and obtain ABC Permit

***References must be submitted at the time of application* ***

A complete job description is available upon request. * To inquire please contact:
dogwoodsearch@gmail.com

We are an equal opportunity employer: www.faydogwoodfestival.com