

Part-time Executive Director

Deadline to Apply: December 16, 2019

Organization:

North Idaho Fair & Rodeo Foundation (NIFRF)

Address:

Coeur d'Alene, Idaho

Job Type:

Part-time (With growth and the right candidate may go to full-time if needed)

Organization Description

The North Idaho Fair and Rodeo Foundation exists to provide supplemental funding for capital needs of the Kootenai County Fairgrounds, support local deserving students with college scholarship assistance, provide appropriate community educational programs, and manage an endowment to perpetuate the long-term health of the Kootenai County Fairgrounds, its mission and events.

Job Description

The Part-time Executive Director is responsible for the successful leadership and management of the organization following the strategic direction set by the Board of Directors.

Supervisory Relationships

The Part-time Executive Director is under the direct supervision of the Executive Committee of the NIFRF.

Job Responsibilities

- Ensure the mission and core values of NIFRF are put into practice.
- Participate with the Board of Directors in developing and implementing a vision and strategic plan to guide the organization.
- Foster a high-energy, goal driven, team-oriented, accountable organization.
- Oversee the planning, implementation and evaluation of the organization's programs and services, including marketing and communications efforts.
- Assist NIFRF Board of Directors in recruitment, training, mentoring, and planning of volunteers, monthly board meetings, bi-annual board retreat, new board member orientation, and board training.
- Coordinate and engage in fund development endeavors including donor cultivation and management, grant writing, annual appeals, soliciting sponsorships, and fundraising events.

- Establish and maintain relationships with various organizations and individuals and utilize those relationships to strategically enhance NIFRF's Mission.
- Assist with the financial management of the Foundation including organization's budget.
- Act as chief spokesperson and liaison and conduct official correspondence on behalf of NIFRF with members, Kootenai County Fairgrounds Board of Directors and Staff, and local businesses and organizations to foster partnership outreach, and publicity for the organization.
- Assist NIFRF Board Committees in their work by maintaining contact with committee chairs and providing assistance and guidance as needed.
- Assist in setting committee priorities and developing work schedules, monitoring progress towards goals, and tracking details, data, information, and activities.
- Establish and maintain effective working relationships and communications with Fairgrounds Staff.

Qualifications

- Resident of Idaho.
- Transparent and high integrity leadership.
- Demonstrated senior nonprofit management and supervisory experience.
- Working knowledge of bookkeeping, budgeting, Microsoft Office, Excel Spreadsheets
- Bachelor's degree or equivalent combination of education and experience in fields appropriate to the position.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to staff, volunteers and donors.
- Demonstrated success in fundraising by cultivating, soliciting, and stewarding donors as well as grant writing.
- Previous experience in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Ability to work collaboratively with the NIFRF Board.
- Ability to work with diverse programs and events.
- Track record of maintaining a productive and positive organizational culture.
- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Commitment to the mission and goals of the North Idaho Fair & Rodeo Foundation.

Please reply to NIFRF2019@gmail.com and provide your resume, letter of interest and salary expectations. You can also email us if you have additional questions.

Thank you,

North Idaho Fair & Rodeo Foundation Board