



Job Posting: Rio Grande Valley Livestock Show & Rodeo – General Manager

Please mail resume to:

Rio Grande Valley Livestock Show

ATTN: HUMAN RESOURCES

1000 N Texas Ave

Mercedes, TX 78570

DEADLINE TO APPLY: August 1st, 2019

The Rio Grande Valley Livestock Show (RGVLS) was established in 1939 and will celebrate its' 81st celebration in 2020. Our community comes together year-round for the very worthy cause of supporting the education and hard work of the RGV Youth, as well as state wide. We have approximately 4,000 total exhibitors that participate throughout our show annually as well as about 310,000 people that come in the gates through a 10 day period. The Rio Grande Valley Livestock Show is the largest Non- Profit south of San Antonio, giving back 1.8 Million to the hard working youth of the RGV in 2018. We are very proud of what we do and without the help of exceptional staff and over 800 Committee members, this would not be possible.

The Rio Grande Valley Livestock Show has a wide range of participants and interests. We are known for our very unique culture in the Rio Grande Valley and have the opportunity to entertain the vast majority of our population. This includes having diverse music genres from Norteno bands, 80's Performers and Country music. Our PRCA Rodeo is very popular bringing in 4 jam-packed nights and all walks of life. The Rio Grande Valley Livestock Show & Rodeo is the biggest event in the RGV and is a highly recognized tradition among the people and should be regarded to a high level of prestige.

The General Manager is an integral part of promoting the Rio Grande Valley Livestock Show's mission and goals. The primary responsibilities for this role include planning, implementation and execution of all RGVLS programs and activities. The General Manager works independently and collaboratively with the RGVLS staff, the Executive Board of Directors and the President to plan, manage and execute activities in various areas including, but not limited to sponsorships, fundraising, budgeting, marketing and community awareness. The General Manager will report directly to the RGVLS President and all other RGVLS staff, both full time and part time, report to the General Manager.

RESPONSIBILITIES INCLUDE (but not limited to):

LEADERSHIP:

- Establish sound working relationships and cooperative arrangements with community groups and organizations
- In conjunction with the President, oversee all committee activities
- Act as the liaison for the organization, board, officers, members, donors and sponsors
- Collaborate with the RGVLS Board members on programs and activities that directly impact the organizations livelihood
- Implementation of all policies, procedures and rules pertaining to all Show associated activities and events
- Promote active and broad participation by volunteers in all areas of the organizations work

PLANNING:

- Manage facilities and services relationships
- Coordinate and schedule all events, to include tag-ins, fundraisers, committee meetings, etc
- Coordinate and plan all awards and recognition initiatives
- Develop and effectively manage timelines to ensure timely completion of activities and deliverables

FINANCIAL:

- Responsible for sponsorship identification, negotiation and procurement
- Develop operating budgets to be approved by the board and ensure all budgetary allocations are adhered to
- Oversee all fundraising activities for RGVLS, working with the President
- Assist the bookkeeper with collection and coding of all funds received from committee activities, entries, fundraisers, membership dues, etc. and help ensure sound bookkeeping and accounting practices are followed

MARKETING:

- Oversee all Marketing, Advertising and PR initiatives -Develop and approve all marketing collateral and PR materials
- Identify additional marketing and PR opportunities to promote community awareness and involvement

COMPETENCIES:

- Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Creativity/Innovation: Develop unique ways to improve operations of the organization and to create new opportunities
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency, risks and make clear decisions which are timely and in the best interest of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, track details, data, information and activities
- Plan: Determine strategies to move the organization forward, set goals, create and implement action plans and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the problem.
- Think Strategically: Assess options and actions based on trends and conditions in the environment, and the vision and values of the organization.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in business, marketing, communications, or related degree
- Experience managing and/or working with a non-profit organization and sponsors
- Highly organized, strong attention to detail
- Exceptional verbal, written and presentation skills; strong editing skill required.
- Ability to work with a diverse group of volunteers
- Ability to think independently, creatively and quickly find solutions
- Must work well under pressure, prioritize demands and remain professional in all circumstances and situations
- Must be able to comply with long work hours required during peak show season

SALARY

- Negotiable upon experience
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For questions please call 956-565-2456

