



## **Job Posting: Montgomery County Fair Association – Fair Manager**

The Montgomery County Fair Association (MCFA) was established in 1958 and will celebrate its 62nd year in 2019. Our community comes together every year for the very worthy cause of supporting the education of our county's youth. We estimate the participation of over 1,000 exhibitors in our livestock and non-livestock shows and many more young people and families will enjoy the activities our fair offers. The Montgomery County Fair Association could not thrive or survive without the 600+ committee volunteers that generously give their time on 58 different committees which make this show possible.

In 2018, the Junior Non-Livestock Auction generated over \$220,000 and the Livestock Auctions total was over \$925,000. In total, we awarded over almost \$1.3 million to the youth of Montgomery County for educational purposes. Since our scholarship program officially began in 1993, over \$1.6 million has been given in college scholarships.

On an annual basis, the Montgomery County Fair provides entertainment for all age-groups and walks of life including the Crabtree Amusements Carnival, 2 nights of action-packed rodeo fun, coronations of queens, pet parades, BBQ cook-offs and so much more. Some of our special events include Senior Citizens Day, Ag Mechanics Show and Clash of the Counties Roping. Not to forget, one of our major attractions: fantastic shopping with our 40+ commercial exhibitors.

The Fair Manager is an integral part of promoting the Montgomery County Fair Association's mission and goals. The primary responsibilities for this role include planning, implementation and execution of all MCFA programs and activities. The Fair Manager works independently and collaboratively with the MCFA 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 Fair Manager will report directly to the MCFA President and all other MCFA staff, both full time and part time, report to the Fair Manager.

Compensation will be competitive and negotiable based on education, previous training and job related experience.

### **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 MCFA Executive Officers and Executive Board members on programs and activities that directly impact the organizations livelihood
- Implementation of all policies, procedures and rules pertaining to all fair 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 the MCFA, working with the President, Chairman and Officer-In-Charge
- 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

**ADDITIONAL:**

- Represent the Fair Association in an official capacity at all events, fundraisers, etc.
- Take on additional responsibilities and projects as the need arises to meet the demand

**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 fair season

Please send resumes to [todd@mcfa.org](mailto:todd@mcfa.org)