



Extraco Events Center
Home of the Heart O' Texas Fair & Rodeo



Manager – Volunteer Program

Responsibilities Include:

Volunteer and Committee Management

- Manage all aspects of the Committee Management Program
- Work with 500 plus volunteers serving on 25 committees to coordinate meetings, functions and activities as set forth by the Committee Management Program
- Develop unique, innovative programs for volunteer and committee engagement
- Responsible for volunteer recruitment, retention and increasing volunteer involvement based on goals and metrics set by the Executive Committee
- Manage annual Pre-Sale Program; increasing sales based on goals and metrics set by the Executive Committee
- Work with volunteers and staff on donor development
- Work with staff on committee needs and assessments
- Attend committee meetings as staff representative
- Maintain volunteer and committee rosters/membership database
- Communicate effectively through electronic and traditional mailouts/newsletters to volunteers with Extraco Events Center and Heart O' Texas Fair & Rodeo information

Fair & Rodeo

- Manage volunteer aspects of the annual Fair & Rodeo
- Assist committees with preparation and operations at the annual Fair & Rodeo
- Work with volunteers and staff on donor development and fulfillment
- Manage intern program and supervise temporary staff
- Maintain relationships with staff and committees to successfully conduct Fair & Rodeo
- Assist with front office needs

Other Sponsored Events

- Assist with volunteers and committee needs at other sponsored events.
- Assist with front office needs during other sponsored events

Customer Service/Office:

- Answer telephone calls in a professional manner
- Present professional appearance to visitors
- Be customer service oriented
- Be knowledgeable of Extraco Events Center, Heart O' Texas Fair & Rodeo, and events to supply information for incoming callers and visitors

Other Duties:

- Other duties as assigned

Qualifications:

To successfully complete this job, the following skills are necessary:

- Ability to establish and maintain effective working relationships with volunteers, other employees, and the general public
- Ability to organize and prioritize multiple projects and be accountable for those projects
- Ability to multi-task
- Knowledge of social media, including but not limited to Facebook, Twitter, etc.
- Knowledge of graphic design principles and software, including but not limited to Adobe Illustrator, Microsoft Publisher, etc.
- Ability to be a self-starter and work independently
- Ability to handle high stress and a fast-paced environment
- Knowledge of accounting principles and practices is a plus
- Excellent work history and attendance record
- Excellent communications skills, both verbal and written
- Ability to handle multiple phone lines
- Excellent PC skills with knowledge of all Microsoft applications
- Ability to work beyond the traditional work week including nights and weekends.

Reports to:

- General Manager

Education and/or experience:

- Bachelor degree preferred in business, management, agricultural leadership, communications, agri-business, or related field; or equivalent education and experience
- Donor development experience a plus.

Compensation:

- Salary plus commission; base salary range based on education and/or experience
- Medical and Dental Benefits
- Retirement Plan
- Employee Compensation Plan

Contact Information:

To be considered for this position, please email your resume and cover letter to jobs@hotfair.com.