



# Story County Fair Association Job Description, Fair and Property Manager

## Job Overview

Location: Nevada, IA

Post Date: 2021

Employment Type: Part-Time, Exempt

Industry: Non-Profit

Pay Range: \$20,000-\$32,000 with bonus structure

**Reporting relationships:** Reports to the Story County Fair Board, President is direct contact

## Summary/Objective

Manages all day-to-day operations of the Story County Fair and properties included on the fairgrounds. Coordinates all financial information with the Treasurer. Ensures invoices are accurate and proper accounting procedures are followed to reflect the receipt of payment for goods and services completed by the organization. Responsible for facilitating receipt of funds being paid to the organization, including all fundraising transactions. Ensures all proper licenses and permits are filed with appropriate authorities. Manages all fundraising, sponsorships, and revenue strategies. Functions as the point person for the Story County Fair with fair patrons and external organizations. Manages rental of all buildings; included but not limited to, the Community Building, Christy Hall, livestock buildings, arenas and grounds.

Please submit cover letter and resume to [scfair85@gmail.com](mailto:scfair85@gmail.com) (Attaching referrals is recommended)

## Essential Functions

1. Federal, State and Local compliance.
  - Ensure all compliance are covered for the fair association
2. Monthly/Special Board meeting with the Story County Fair Association Board.
  - Prepare the agenda with the Board President and send out meeting notifications with prepared Board Packet
  - Provide weekly communication to President with accomplishment, numbers, bottlenecks, and schedule
  - Attend Annual Appropriation Meeting for the County Supervisors. Attend Supervisor's Meetings as needed
  - Attend District and State Association of Iowa Fairs
  - Other duties as directed by the Board President
3. Event Management/Grounds Upkeep
  - Maintain all marketing related to facility rentals including brochures, web site info, Facebook and other social media.
  - Promote the facilities and marketing campaigns to generate rentals.
  - Meet potential patrons, show facilities, execute rental contracts, collect rent and deposit.
  - Inspect and clean facilities after each event.
  - Maintain all building repair when needed.
  - Mow and maintain grounds, including coordinating any outside services when needed.

- Snow removal in areas where needed
4. Fair
- Perform all tasks and duties needed throughout the year to promote and host a successful fair.
  - Annual fair book updates or coordination with superintendents and extension
  - Execute and maintain all contracts with fair vendors, campers, vehicle and trailer parking passes, etc.
  - Set fair schedule and promote and market the fair with a comprehensive marketing plan.
  - Extend hours during the fair and the week prior and after to ensure completion of all necessary tasks.
  - Manage all superintendents and host necessary meetings throughout the year to coordinator necessary tasks.
  - Manage all volunteers and host necessary meetings throughout the year to coordinate necessary tasks.
5. Fiscal Management (With collaboration from the Board Treasurer)
- Review all invoices for appropriate documentation and approval prior to payment.
  - Answer vendor inquiries as needed.
  - Maintain records of rental payments and amounts due.
6. Fundraising and Sponsorships
- Establish and edit sponsorship tiers each year for Fair sponsorships.
  - Sell sponsorships throughout the year to cover the expenses of the Fair.
  - Participate in and develop fundraising for building restoration, capital campaigns, and miscellaneous funding needs.
  - Manage donor relationships and cultivate targets for a long-term giving plan.
  - Manage donor recognition program.
  - Assess endowment and investing options and make recommendations to the Board.

### **Competencies**

- Problem Solving/Analysis
- Organizational Skills
- Customer/Client Focus
- Results Driven
- Flexibility
- Communication Skills
- Financial Management
- Ethical Conduct
- Accuracy/Thoroughness

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and listen. The employee is frequently required to stand; walk; use hands/finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 50 pounds. The employee must be able to operate equipment needed to complete tasks.

The manager is to maintain flexible working hours. (Day/Evening)

**Bonus and Reviews**

The Manager will have a review completed by the Story County Fair Association Board after the first 6 months of employment and then annually. The bonus payout (if applicable) will be paid out in the paid period immediately following the review. The Manager will work with the Board to set goals and metrics for the next fiscal year.

**Travel**

Minimal travel is expected for this position.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

**Required Education and Preferred Qualifications**

High school diploma or equivalent. Knowledge of Story County Fair and Fairgrounds. Associate's Degree and/or Bachelor's Degree is highly recommended.

Three to five years previous experience.

**EEO Statement**

The Story County Fair Association believes in equal employment opportunity for all employees and applicants for employment. Story County Fair Association success depends on the effective utilization of qualified individuals regardless of their race, creed, color, religion, sexual orientation, age, ancestry, national origin, disability, military or veteran status or any other characteristic protected by law.

Full consideration to applicants received by July 31, 2021.