

Job Title: Fair Coordinator II
Experience Level: Experienced, Supervisory
Reports To: Executive Director
Salary Range: Commensurate with Experience / DOE



The Montgomery County Fair Association is a 501c3 non-profit organization and was incorporated in 1957. As the primary fundraiser driving the organizational Mission to support "Youth and Education", the Montgomery County Fair Association plans and executes the annual Montgomery County Fair and Rodeo. Ancillary fundraisers take place outside of Fair-time which directly support the organization and/or Mission.

On an annual basis, the Montgomery County Association provides entertainment for all age-groups and walks of life including a Carnival, two nights of action-packed Rodeo fun, live music/concerts, coronations of queens, pet parades, BBQ cook-offs and so much more. Some of our special events include golf tournaments, trail-rides, and volunteer focused appreciation. Everything we do, we do to support the Mission of the Fair Association.

As **the Fair Coordinator II**, you are an integral part of promoting the MCFA's Mission and it is your responsibility to take a proactive and innovative role in planning, implementation and execution of all Fair programs and activities. This position also plays a key role for the organization's reputation with its members, exhibitors, sponsors, and the public. Each team member should always be mindful that our Fair Guests, and the overall guest experience, are what allow us to continue the work we do. S/he will be empowered to solely manage and own various projects, seeing them through from concept to implementation. In addition, s/he demonstrate the ability to oversee day-to-day activities and will provide support to their peers, the Executive Director and President as needed.

*Must be willing to work extended hours when committee meetings and other activities are scheduled, as well as during the week prior to and week of the fair.

Benefits: The Fair Association currently offers an employer-sponsored retirement savings program.

RESPONSIBILITIES INCLUDE (but not limited to):

PROGRAM DEVELOPMENT:

- Oversee assigned committee and program daily/monthly operations
- Coordinate, monitor and supervise the activities of assigned committees/volunteers/members
- Develop and schedule committee activities as requested by committee Chairmen and Officers in Charge
- Monitor committee and event expenditures, including the tacking of all income and expenses, ensuring budget adherence
- Serve as a liaison with schools and clubs to ensure effectiveness and productivity
- Provide support to committee Chairmen and Officers in Charge
- Represent the MCFA at internal and external activities in an official capacity as the need arises.

IN CONJUNCTION WITH THE EXECUTIVE DIRECTOR:

- Coordinate and execute all fundraising activities for the Fair Association, working with the Chairman and Officer in Charge
- Implementation of all policies, procedures and rules pertaining to all Fair associated activities and events
- Attend to collection and coding of all funds received from committee activities, entries, fundraisers, membership dues, etc.
- Develop and approve all marketing collateral and PR materials
- Coordinate and plan all awards

ADDITIONAL:

- Super user – ShoWorks
- All team members contribute to administrative/clerical duties as the need arises. This includes but is not limited to answering main phone line, providing customer support/service, filing, mailing, document preparation, recording meeting minutes, etc.

QUALIFICATIONS:

- Bachelor's Degree in marketing, business, communications, agricultural science, sports management, or related degree preferred.
- Highly organized, strong attention to detail
- Exceptional verbal, written and presentation skills; strong editing skill required.
- Experience with Microsoft Access preferred
- Ability to think independently, creatively and quickly find solutions a must
- 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