



WOOD COUNTY AGRICULTURAL SOCIETY

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☎ (419) 352-0441

Job Description, Fair Manager

Job Overview

Location: Bowling Green, Ohio

Post Date: October 30, 2022

Employment Type: Full-Time

Industry: Non-Profit

Pay Range: Compensation commensurate with experience (expected range \$45,000-\$60,000)

Reporting relationships: Reports directly to the Wood County Fair Board executive officers

To Apply: Send resume and cover letter to Kyle Culp, Wood County Agricultural Society President at culp.1045@gmail.com

Summary/Objective

Manages all day-to-day operations of the Wood County Fair. Accurately computes, classifies, and records numerical data to keep financial records complete. Performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. Serves as an auditor, ensuring that invoices are accurate and that proper accounting procedures are followed to reflect the receipt of payment for goods and services completed by the organization. Responsible for the receipt and accounting of funds being paid to the organization, including all fundraising transactions. Ensures all proper licenses, permits, tax forms, and financial forms are filed with appropriate authorities. Facilitates and attends meetings of the Board of Directors. Manages all fundraising, sponsorships, and revenue strategies. Functions as the point person for the Wood County Fair with fair patrons and external organizations such as the chamber of commerce and other community groups.

Essential Functions

1. Federal, State and Local Compliance

- Ensure Board of Health, Liquor, Sales Tax and any other applicable permits are current. Reapplications are to be submitted at least 1 month before expiration.
- Ensure 501c3 designation is current, reapplication submitted 6 months before expiration. Track all applications progress and update Exec Bd until the approved doc is in hand.

2. Personnel Management

- Establish a budget for personnel payroll and manage part-time staff to meet payroll budget.
- Work with supervisors to schedule all part-time staff and assign and prioritize tasks to ensure all shifts are covered and tasks are completed.
- Maintain all payroll paperwork and administer paychecks.

3. Monthly/Special Board Meeting Coordinator and Executive Board Coordinator

- Prepare the meeting agenda, Secretary's Report, assist in the preparing the treasurer's report, collect reports of officers and committees, and put together the Board Packet to be sent out prior to each meeting.

- Prepare /send out meeting notifications along with past meeting minutes
- Send weekly communication to the Exec Board with accomplishment, numbers, bottlenecks, schedule.
- Attend and keep minutes for all regularly scheduled/special board meetings.
- Schedule meeting facilities for all board and committee meetings.
- Keep/update a shared calendar with the official fair meeting schedule to be shared with all board members.

4. Event Management

- Maintain all marketing related to facility rentals including brochures, website info, Facebook.
- Promote the facilities and utilize marketing campaigns to spur rentals.
- Meet potential patrons, show facilities, execute rental contracts, collect rent and deposits
- Maintain an up-to-date rental calendar.
- Coordinate the check in and check out of rental facilities.
- Inspect facilities post event. Coordinate with cleaning and maintenance staff refund deposits or bill for damages.

5. Fair

- Perform all tasks and duties needed throughout the year to promote and host a successful and profitable fair.
- Attend the State Fair Conference in January.
- Execute and maintain all contracts with fair vendors, entertainers, campers, etc.
- Sell membership, season passes, event tickets and other items related to fair activities.
- Oversee the operation of the Fair Entry program to ensure a successful entry process for open class and Jr. Fair entries.
- Prepare/distribute premium checks for all open class entries and Jr. Fair premiums not related to the Livestock Sale.
- Work with the Livestock Sale Committee and Jr. Fair Coordinator to process all livestock sale transactions and payments. Distribute all livestock sale checks.
- Ensure all fair activities are compliant with ODA Red Book regulations
- Assist preparing the fair schedule, annual premium book, and comprehensive marketing plan.
- Extend hours during the fair and the weeks prior and after to ensure completion of all necessary tasks.
- Prepare media reports for the Winner's Circle and other publications.

6. Fiscal Management

- Review all invoices for appropriate documentation and approval prior to payment.
- Print and obtain signatures on all accounts payable checks.
- Distribute signed checks as required.
- Answer vendor inquiries as needed.
- Maintain all accounts payable reports, spreadsheets and corporate accounts payable files.
- Apply customer payments and research and solve payment discrepancies.
- Process credit card payments and credits.
- Make adjustments to accounts as needed and consult with an accountant for feedback and guidance.
- Prepare invoices, daily deposits, prepares and signs checks and performs back reconciliations.
- Order and purchase all consumable event and office supplies
- Perform filing and copying.

7. Fundraising and Sponsorships

- Assist in establishing and editing sponsorship tiers each year for Fair sponsorships.
- Sell sponsorships throughout the year to cover the expenses of the Fair.
- Participate in 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 programs.
- Search and apply for other funding revenues such as grants.
- Assess endowment and investing options and make recommendations to the Board.

Competencies

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

Preferred Qualifications:

- Bachelor's Degree in business, marketing, communications, or related degree and have an agricultural background
- A minimum of 3-5 years work experience in a similar field
- Familiarity with fairs and Jr. Fair youth programming
- 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 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
- Ability to effectively supervise staff and coordinate volunteer workers.
- Ability to work for and take direction from a multi-member Fair Board.
- Ability to maintain professional working relationships with employees, co-workers, Fair Board members, elected officials, outside agencies, vendors, suppliers and the general public.
- Advanced knowledge of MS Office programs, QuickBooks, Google Suites, Facebook, Website operations and other programs and office equipment needed to complete fair duties.
- Ability to pass pre-employment and random Alcohol and Drug Tests and BCI background check

Supervisory Responsibility

This position has supervisory responsibility for all part-time office staff, Jr. Fair Coordinator, the head of maintenance and grounds crew including task guidance, coaching, and providing input to the executive committee on disciplinary action, annual performance appraisals and recommending increases to salary.

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. This job may entail outside work if help is needed by the maintenance crew and some lifting may be required.

EEO Statement

The Wood County Fair believes in equal employment opportunity for all employees and applicants for employment. Our company's 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. We will not discriminate on the basis of these characteristics in a personnel action including, but not limited to, hiring, training, promotions, transfers, demotions, benefits, compensation, discipline, termination and any other conditions or privileges of employment.

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 for this job. Duties, responsibilities and activities may change at any time to adjust and adapt to the changing needs of the business. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer.

