

MISSOURI STATE FAIR FOUNDATION EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director provides vision, leadership, strategic direction and day-to-day management of the MSFF Foundation, a 501c3 non-profit organization. The Executive Director is the chief development officer responsible for leading and strengthening a comprehensive fundraising program in support of the Foundation's mission and goals. The Executive Director is motivated by the opportunity to create and strengthen a culture of philanthropy that will support the Missouri State Fair as the showcase for agriculture in our State through preservation, education, and improvement initiatives. The Executive Director is an energetic advancement leader, possessing extensive understanding of the distinctive issues surrounding the Fair and Agriculture industries and other constituency relations. The Executive Director will strive to build a greater understanding and support for both the Fair's and Foundation's mission, vision and goals in the state. Specific emphasis is focused on membership development, fundraising events and the development of collaborative partnerships.

ESSENTIAL FUNCTIONS

Organization & Governance

- Reports to the Chair of the Board, in close collaboration with the Foundation Board of Directors.
- Responsible for communicating effectively with the Board and providing, on a bi-monthly and accurate manner, all information necessary for the Board to function properly and make informed decisions.
 - Prepare and disseminate reports, agendas, minutes, etc.
- In collaboration with the Board of Directors and Director of Development, develop and implement a strategic plan.
- Work closely with the Board of Directors to engage them in policy development, fundraising, and promotion of the overall organization.
- Serve on the Youth in Agriculture Committee, a standing committee of the MSF Foundation, and ensure compliance with 501c3 requirements, state audit regulations, and generally accepted accounting procedures.
- Coordinate the annual election of members to the Board of Directors
- Ensure the Memorandum of Understanding between the Foundation and the Fair is followed.
 - Prepare the annual MOU reconciliation report
- Supervise staff and volunteers to ensure their responsibilities are successfully performed.
- Performs other related duties as assigned by the Board of Directors.

Resource Development

- Develops strategic plans and annual goals to guide fund-raising efforts including support for special projects and external partnerships.
- Develop and coordinate aggressive fundraising strategies from individuals, corporations, and other private entities for the annual fund/membership campaigns.
- Works with the Director of Development to support the major gift efforts and programs and help identify major gift prospects.

- Maintain the trust and integrity of donor relationships by understanding their interests and respecting their wishes and directives.
- Use technology to develop resources (website content, design software, accounting software, online fundraising platforms, etc.)
- Coordinate and manage all aspects of events required to develop resources and foster relationships with donors/partners.
 - Responsible for all aspects of the *Cultivating the Future* Gala.
 - Other initiatives and events, such as the First-Time MSF Youth Livestock Exhibitor Grants, No Limits P.I.G. Show, Read to Win, etc.
- Supervises all donor records and files are maintained, kept confidential and protected.
- Manage all aspects of souvenir sales
 - Design and select souvenir shirts, collectibles and other merchandise
 - Oversee online souvenir sales
- Coordinate VIP Parking during the annual Fair.
- Accept donations to the MSF Museum.

Membership

- Develop relationships and a contact network from which to recruit new members.
- Develop and manage the member relations program, initiating and implementing strategies for engaging members and increasing/retaining their support.
- Provide oversight of membership records; including databases and all member benefits
- Provide the Board of Directors with membership reports.
- Coordinate the Annual Membership Meeting.

Budget & Finance

- Prepare and manage an annual budget in conjunction with the Foundation Board.
- Prepare financial reports, including Income Statements, Statement of Assets, and other post fair reports.
- Manages the endowment fund for integrity of purpose, risk, and investments.
- Manages Foundation assets and provides fund accounting oversight
- Provide oversight of accounts payable and receivable.
 - Write checks to maintain separation of duties.
- Prepare tax and audit documentation.
- Maintain 501 ©3 status with appropriate recordkeeping and reporting
- Ensure inventories of all souvenirs and equipment are accurate and up-to-date
- Ensure the Foundation is properly insured.

Partnerships

Act as a liaison between the Foundation and the general public in order to promote a positive public image of the Foundation and Fair that will strengthen relationships and develop partnership opportunities.

- Develop partnerships across Missouri that will lead to resource growth.
- Participate in community/state events or with community/state groups relevant to the foundation's mission and that of the Fair.

- Serve on community/state committees as appropriate.
- Coordinate and cultivate the Foundation's Volunteer Corp

Marketing & Communications

- Responsible for developing and implementing an effective marketing campaign
 - Design all marketing and communication materials
 - Design website content
 - Design and write Social Media content: Facebook and Instagram
 - Write Weekly E-newsletter (Barn Talk)
 - Design Invitations, flyers, etc.
- Cultivate positive relationships with stakeholders.
- Attend a wide variety of social functions to maintain and foster donor and partner relationships.

Attendance – This is a full-time position with flexible work hours to be available as necessary and appropriate, including evenings and weekends, to meet with current and potential donors and other constituents, and to participate in meetings, presentations, and events. During the annual state fair, this position will work for a minimum of 14 days straight and can expect to work at least 14 hours per day.

Work Conditions – Conditions are generally those of a typical office or business environment, although occasional donor home visits may be necessary and appropriate. The position requires frequent oral communication with members, donors, volunteers, and the general public, the ability to enter data and written communications in electronic format in a timely manner, and the mobility to attend meetings, foundation functions, and make donor visits throughout the state, including travel which may occur into the evening, on weekends, and/or during inclement weather. Must be physically able to carry 25lbs and work outside in summer heat.

Requirements For Application – Interviews for this position will begin February 17, 2023 until such time as a highly qualified candidate is hired. Interested Applicants, please email the following documents to msff@mostatefairfoundation.net

- Resume
- At least 3 letters of references (Name, number and email)
- Other documents relevant to your qualifications for this position