



**Open Position
for
Executive Director
Florida Federation of Fairs & Livestock Shows, Inc.**

Position Title: Executive Director of Florida Federation of Fairs & Livestock Shows, Inc. (FFF)

Location: Remote work. Applicant must be a Florida resident

Reports To: Florida Federation of Fairs Board of Directors

Application Deadline: Friday, January 10th., 2025.

Overview: The Executive Director is responsible for the overall leadership, management, and strategic direction of the Florida Federation of Fairs, Inc. This position serves at the pleasure of the Board of Directors and ensures the organizations mission and objectives are achieved while promoting the growth and sustainability of Fairs across Florida. The Executive Director works closely with an assistant contractor.

Position Status: Contract, Part-Time

Mission Statement of Florida Federation of Fairs, Inc: Increase the overall quality of Florida's Agricultural Fairs, provide the members the support and guidance needed to enlighten our youth and educate the fairgoers on agriculture, trade, entertainment and heritage of Florida

Key Responsibilities:

- Leadership & Management of the Organization
- Planning and Organizing the Annual Convention, Summer Workshop, as well as other core events related to FFF.
- Board Relations, Supporting Committee processes, and organizational support
- Strong Financial Acumen, ability to oversee complex budgets and ensure financial responsibility and sustainability
- Advocacy of FFF Mission and Outreach
- Community Engagement and Partnership Building
- Stakeholder Engagement, including working with our 3rd party partners including Sponsors
- Program Development and Training
- Marketing and Promotions of FFF
- Membership Engagement with priority of growth in members

Qualifications:

- Bachelor's Degree or five years of work-related experience
- Proven experience in nonprofit management, with a strong understanding of Fairs
- Must have excellent leadership, communication, and interpersonal skills
- Experience in Board Governance
- Strong Financial Management and Fundraising Experience
- Ability to work effectively with diverse groups and stakeholders

Compensation & Benefits:

- Competitive commensurate with experience
- Reimbursement for approved travel expenses
- Contract position with compensation up to \$40,000/year

How to Apply:

- Interested candidates should submit their resume, cover letter, and any relevant portfolio, work samples and letters of recommendation to EDsearch@floridafairs.org by January 10, 2025.

The Florida Federation of Fairs & Livestock Shows, Inc. is an Equal Opportunity Employer.

Executive Director Responsibilities

Suggested Timeline

Monthly:

- Send and receive invoices as needed, process accounts payable, reconcile statements (checking, money market, CDs, and credit card), coordinate Traveling Exhibit requests; send monthly E-Minders for Firecracker and coordinator articles with designated committee;
- Oversee the process of new members and memberships, emails to new members and Fairs, and website update;
- Oversee and coordinate posts to social media with designated committee.

Specific Monthly:

January:

- Begin Convention Planning – Workshop and Discussion Topics, Finalize Convention timetable, Sound & Light bids, Decorating bids, Prepare website for Feb 1st posting, Showcase Chairman to finalize showcases,
- State Fair Appreciation Reception; work with Cheryl Flood to organize details
- Newsletter request emails sent for ads, articles, etc.
- Work with accountant to prepare 1099s

February:

- Finalize Newsletter to send out by designated committee.
- Continue Convention planning, Speakers/Facilitators for Discussions/Moderators, Sponsors
- Post all Convention details on website – Feb 1
- State Fair Governor's Luncheon and Woman of the Year in Ag Luncheon.
- Tallahassee Legislative Trip – begin organizing details (in March every other year; or in January the other years)

March:

- Tallahassee Legislative Trip – conduct event, coordinate visits with lobbyist, organize materials for Taste of Florida booth;
- Continue Convention planning – finalize speakers/program/sponsors/ads, Fun Shoot planning, Emails to sponsors, work out details with Sponsorship Committee Chair;
- Begin Summer Workshop Planning – set dates, location;
- State Fair Trip Planning – set dates, location, hotel rooms, based on President's choice of Fairs to visit;

April:

- Continue Convention Planning – continue working with all Committee Chairs to finalize all details, prepare Program for print; Board meeting preparation

May:

- Annual Convention – conduct event, prepare for Board Meeting, oversee Membership Renewal processing

June:

July:

- Convention close-out - prepare and send Thank you letters to sponsors, etc.;
- Newsletter Preparation - send reminder emails for ads, articles, etc. (Elaine does most of this) Finalize Newsletter to send out electronically.
- Oversee Membership renewal notices - follow up. Transcribe, prepare and distribute Board minutes;
- New Director Notebooks - prepare for new Board Members Coordinate Committee Assignments - coordinate with President
- Prepare spread sheet with Committees and members; distribute to committee chairs and committee members
- Accounts - prepare and send to accountant in preparation of year end taxes;
- Coordinate obtaining Officer signatures for new check signers approved with bank;
- Begin Summer workshop planning;
- Fair Trip - Summer/Fall Fair Trip begin planning;
- Oversee Membership renewal notices - follow up - Elaine
- Directory Details - sell ads - Elaine, Directory Cover - Rita

August:

- Fair Trip - conduct (sometimes falls in September);
- Finalize Directory for Printing - joint effort.

September:

- Summer Workshop Details - finalize
- Board Meeting preparation - prepare Agenda, distribute Agenda and Board Minutes of previous meeting;
- Mail Directory (Elaine), with membership cards (printed by Jacksonville Fair)

October:

- Begin preparation for IAFE Convention - room notice to all Fairs, coordinate Volunteer day for Federation
- Book rooms for Legislative Trip to Tallahassee -early following year;

November:

- Newsletter Preparation - newsletter emails sent for ads, articles, etc...
- Attend IAFE Convention

December:

- Winter Board Meeting - preparation

Miscellaneous:

- Coordinates and attends site visits regarding contracts for upcoming years - goal is to have contracts 5 years out;