



Job title	<i>Executive Director</i>	FLSA Classification	<i>Exempt, Salary</i>
Reports to	<i>Bell County Expo, Inc. Board of Directors</i>	Date Approved	

Job Purpose

The Executive Director is responsible for the overall management of the Bell County Exposition Center, providing leadership and direction to all departments and staff. This person is responsible for overseeing the administration, programs, and strategic plan of the organization. The Executive Director serves as the primary liaison between Bell County Expo Center and Bell County, Texas. The position reports directly to the Bell County Expo, Inc. Board of Directors.

Essential Functions

Board Governance: Works with the Board to fulfill the organization’s mission.

- Responsible for leading Bell County Expo Center in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

County Liaison: Works with Bell County to support the strategic plan of the Bell County Expo Center.

- Responsible for communicating effectively with the Commissioners Court and County staff providing, in a timely and accurate manner, all information necessary for the Commissioners Court to make informed decisions.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of Bell County Expo Center, to include submission to the Board and County a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization. Responsible for working within approved Budget and achieving revenue projections.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Direct the policy, development, programming, financial management, sales & marketing, operations, and community relations for the facility.
- Oversee all Expo workforce planning and development to ensure effective hiring and retention of competent, qualified staff.
- Develops policy recommendations for approval and implements the policy.
- Ensure proper communication between BCEC staff, the Board of Directors, and Bell County through ongoing verbal and written reports.

- Complete performance appraisals and make salary recommendations.
- Responsible for effective administration of Bell County Expo Center's operations.
- Responsible for financial management, including budget development, an overview of financial and accounting systems, financial projections and controls, and personnel management.
- Responsible to ensure all revenue, including cash is tracked and deposited accurately.
- Responsible for signing all agreements, and other instruments made and entered into and on behalf of the organization.
- Responsible for oversight of marketing, promoting facility and managing in-house events.
- Positively represent and market the facility to the community, convention and hospitality industries, entertainment agents.
- Responsible for publicly promoting the facility through speaking engagements, media interviews, and other public appearances.
- Responsible to ensure efficient and effective organizational facility operations of Bell County Expo Center.
- Initiate and oversee event scheduling, including contracting for all events to be held at the facility.
- Responsible for the oversight of in-house food and beverage operation including, but not limited to, full-service catering and concessions.
- Development and implementation of the Master Plan for the Expo facility including capital maintenance and improvement projects.
- Build strong relationships with clients, customers, and user groups.
- Perform other tasks as may be assigned.

Direct Reports

Assistant Director, Office Administrator, Box office Manager, Central Texas State Fair Manager, Food & Beverage Director, and Marketing & Sales Director.

Qualifications

- Transparent and high integrity leadership.
- BBA or related degree in Marketing, Entertainment management or related field.
- 10+ years' general management experience.
- 5+ years' senior convention or entertainment center management experience, public venue experience preferred.
- Experience and skill in working with a Board of Directors.
- High-level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the Staff, Board, County, and Sponsors.
- Supervisory skills to oversee and direct all full-time and part-time staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active sales and marketing experience. Excellent client relations skills and understanding of the Events and Entertainment community.
- Solid organizational abilities, including planning, delegating, and program development.
- Strong hands-on financial management skills, including budget preparation, analysis, decision-making, and reporting.
- Strong written and oral communication skills.

- Ability to work irregular hours including evenings and weekends.

Working Conditions

This job is performed primarily in an office environment Monday through Friday however, support of events requires irregular evening and weekend work. This position requires occasional periods of working outside in extreme weather conditions.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
 - Frequent and prolonged periods of walking and standing.
 - Occasional lifting, carrying, and driving.
 - Occasionally lift up to 15 pounds at times.
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