

Job Title: Executive Director / Fair Manager

Organization: Martin County Fair Association, Inc.

Location: Martin County, FL

The Martin County Fair Association, a 501c3 non-profit organization, is driven by a passionate volunteer Board of Directors. Since its establishment in 1959, it has been a beacon of community spirit, bringing together over 43,000 people annually from across the Treasure Coast and neighboring regions. The role of the Executive Director/Fair Manager is not just a job, but a chance to contribute to this vibrant community and make a real difference.

Overview:

The Martin County Fair Association seeks a dynamic and experienced Executive Director/Fair Manager to oversee all operations and business functions. This full-time role requires a dedicated professional to manage assets, supervise staff, organize events, and maintain the fairgrounds.

Key Responsibilities:

- Collaborate with the Board of Directors to implement policies and strategic initiatives.
- Manage budgeting processes and secure sponsorships.
- Develop and implement Marketing Strategies for events.
- Organize and oversee events, ensuring smooth operations and successful outcomes.
- Supervise staff and coordinate volunteer efforts.
- Maintain and enhance fairground facilities.
- Develop and implement programs related to agriculture, education, recreation, and cultural experiences.
- Foster community and public relations to grow revenue streams and support the association's mission.

Education and Experience Required:

- Bachelor's degree in public or business administration or equivalent experience.
- Experience: Five years of professional or administrative work experience in Fair operations, managing facilities and events, and supervising employees and volunteers.
- Valid Driver's License

Requirements:

- Proven experience in a leadership role, preferably within a similar organization.
- Strong understanding of agricultural, educational, recreational, and cultural programming.

- Excellent organizational, communication, and interpersonal skills.
- Ability to work beyond standard office hours for events and other commitments.

Qualifications:

- Experience in managing events, fairs, and similar facilities.
- Strong communication and leadership skills.
- Familiarity with marketing, sponsorship acquisition, and financial management.
- Ability to manage a diverse staff, including volunteers.
- Flexibility to work evenings, weekends, and holidays.
- Proficiency in Microsoft Office, Adobe, and other relevant software.
- Ability to foster community engagement and public interest.

Compensation:

As determined by the Board of Directors, compensation for this position will range between \$46,000 to \$60,000.

Vacation days are negotiable and must be discussed and approved by the Fair Board. Any travel for Fair business must be discussed and approved by the Board before the event. No health benefits are offered.

Closing Statement:

This description has been prepared to assist in evaluating this position's duties, responsibilities, and skills. It is not intended as a complete list of specific duties or to limit responsibilities to those listed. It is understood that the Fair Board has the right to assign, direct, and modify duties and responsibilities.

How to Apply:

Interested candidates should submit their resumes and cover letter on the Job Platform or emailing to Joy11502@yahoo.com.

Join us in positively impacting our community through the Martin County Fair Association!