



We are seeking a dynamic professional to take the next step in their career as the new Executive Director of the Fayetteville Dogwood Festival. Our ideal candidate will be a strong leader with dedication and drive to achieve consistent, successful outcomes. Our director is responsible for managing and executing all aspects of operations of our non-profit organization that includes, but not limited to, the overall coordination and marketing of large scale community events, development and management of organizational structure and financials, work in conjunction with the board of directors, volunteer recruitment, and securing and servicing all aspects of financial support for the festival and other events.

The Fayetteville Dogwood Festival is a non-profit, community focused organization committed to providing a variety of family centered events held in our historic Downtown Fayetteville. The spring Dogwood Festival is the city's marquee event, taking place every April. In addition, the organization holds Fayetteville After Five concerts during the summer months and an annual fall festival in October.

**Responsibilities include:**

- Establish and maintain effective working relationships with staff, sponsors, City of Fayetteville, vendors, volunteers, community organizations, the media and the public
- Develop and execute plans for the solicitation of financial support for the Festival and events
- Operations management which includes budgets, contract negotiations, accounts receivables and payables, fundraising, grant writing and community projects. Accurately manage the receipt, disbursement and record keeping of all funds
- Design and implement a successful template of service for effective logistical needs. This includes ability to identify essential coordination needs and details for successful load in and out of events
- Maintain an approachable office environment, easy access to applications and information, and continue to build an industry reputation with vendors and sponsors for their support.

If you have strong experience in organizing events and are a “hand-on” manager, then this opportunity could be the most exciting step in your career.

**Qualifications and Skills:**

- Diplomatic navigation of relationships
- Ability to problem solve and excel in critical thinking
- Event production history
- Ability to lift 30+ pounds
- Ability to work in heat for extended hours
- Ability to qualify for and obtain ABC permit
- Professional writing

**References must be submitted at the time of application.**

To apply please forward your resume, cover letter and references to: [FayDogwoodSC@gmail.com](mailto:FayDogwoodSC@gmail.com)

We are an equal opportunity employer: [www.faydogwoodfestival.com](http://www.faydogwoodfestival.com)

Job Type: Full-time, Monday to Friday with some weekend availability

Pay: From \$45,000.00 per year

Supplemental pay types: Commission pay

Benefits: Paid time off

Ability to commute/relocate: Fayetteville, NC 28301 (Required)

Work Location: In person