

Martin County Community Development/Old Sorehead Trade Days Director of Community Development Job Description/List of Expectations

Old Sorehead Trade Days (OSTD)

- Establish, recruit and maintain relationships with vendors, volunteers, local business owners, local law enforcement, City and County officials
- Plan event details and aspects, including vendor placement and communication, all marketing, all rentals, volunteer coordination and sponsorships
- Coordinate all advertising, including TV, radio, newspaper, print, billboard, social media
- Utilize Microsoft Access databases to track and communicate with vendors (via mail merge)
- Manage fiscal aspects including payroll, check writing, management of QuickBooks and PayPal account
- Create reliable financial reports and making/collecting payments on time,
- Submit tax info to accountant, file yearly Texas Sales Tax reports, quarterly Texas Workforce Commission reports
- Remain under budget with expenses and projects
- Manage pre-event preparations including marking streets/buildings, marking Food Courts, marketing, signage
- Manage post-event obligations including cleanup, deposits made, invoices and contract workers paid, website updated, signage, re-up forms mailed, vendor placement
- Apply for and obtain event insurance coverage yearly
- Keep record of Sales Tax ID from each vendor, State Health Permits and Commercial General Liability from food vendors
- Be present (on-site) for OSTD weekends- checking in and directing vendors, problem solving, volunteer and contract worker coordination, overseeing cleanup, accepting vendor payments
- Partner with volunteer(s) to coordinate entertainment lineup
- Manage event and addressing potential problems that may arise
- Be available for media interviews before and during show
- Update website year-round with show information, local events and local businesses using SaffireEvents platform
- Plan for potential scenarios that could impact the integrity of the event, have emergency action plan in place

Martin County Community Development (MCCD)

- Plan and host monthly board meetings, provide updated financial information to board members
- Develop an annual budget, present for amendments and approval; monitor MCCD's fiscal condition
- Utilize QuickBooks for A/P and A/R
- Distribute applications, collect, and present annual Funding Requests; distribute funds as approved by board
- Serve as principal spokesperson and ambassador for MCCD, represent MCCD at business and community events
- Build partnerships with other organizations
- Manage the planning and development of various projects MCCD, operate within bylaws and policies of MCCD
- Maintain open communication with board, bring issues to board in a timely fashion
- Attend yearly TFEA or TAF&E conferences when possible
- Plan and host annual Volunteer Appreciation Dinner, including presentation of Annual Report of projects, expenses, and successes
- Distribute and collect Community Service Scholarship applications, present to board, present scholarships to winners at Awards Night
- Support and promote MCCD by involvement with community events (Soup Cook-Off, Old Settlers, Christmas Parade, Trunk-or-Treat, etc.)
- Any additional duties as assigned by MCCD Board of Directors

- **Skills/Abilities Needed**

- Strong public speaking and presentation skills
- Effective written communication skills
- Outstanding customer service skills
- Ability to foster teamwork and collaboration between board members and volunteers, community leaders and elected officials
- Strong executive and supervisory skills, including ability to plan, organize, lead, delegate, and monitor
- Ability to prepare and manage a budget, to analyze financial performance and project future performance
- Passion for collaboration and networking
- Ability to work wide and flexible range of hours, including overnight travel on occasion
- Commitment to the best business practices for MCCD and OSTD