Job Description: Fair Manager (Full-Time)

The Rock County Fair Association, a 501(c)(3) non-profit organization, is seeking a dedicated, full-time Fair Manager. In this role, you will lead the year-round planning, coordination, and execution of our landmark annual county fair. You will serve as the day-to-day fiduciary for the fair association, oversee competitive departments, and work hand-in-hand with the Board of Directors and individual committee chairs to align fair operations with organization goals.

Position Overview

- **Job Title:** Fair Manager
- **Employment Type:** Full-Time
- **Reports To:** Rock County Fair Association Board of Directors •

Core Responsibilities

Fair Management & Board Governance

- **Board & Committee Collaboration:** Partner actively with the Executive Board and individual committee chairs (e.g., Grandstand, Livestock, Marketing) to execute board directives and streamline communication across teams.
- **Meeting Participation:** Attend monthly and special board meetings, preparing detailed operational status updates, committee briefs, and policy recommendations.
- **Strategic Alignment:** Serve as the functional bridge between seasonal volunteer committee efforts and professional, year-round administrative goals.

Financial Stewardship & Fiduciary Management

- **Day-to-Day Fiduciary:** Act as the primary, day-to-day fiduciary caretaker for the Rock County Fair Association, ensuring all financial decisions align with 501(c)(3) guidelines and board policies.
- **Treasurer Collaboration:** Work closely with the Board Treasurer to monitor bank accounts, reconcile transactions, track cash flow, and manage accounts payable/receivable.
- **Financial Oversight:** Develop, present, and monitor the annual fair budget alongside the Board Treasurer to maintain optimal operational health.
- **Compliance & Transparency:** Maintain meticulous financial records for annual audits, tax filings, and regular board review to protect the non-profit's asset health.

Competitive Departments & Award Procurement

- **Award Sponsorship Recruitment:** Proactively network with local businesses, agricultural groups, and community members to recruit and secure sponsorships specifically for fair banners, trophies, ribbons, and plaques.
- **Premium Book Production:** Author, update, edit, and publish the annual Rock County Fair premium book, ensuring all entry classes, regulations, award structures, and sponsor acknowledgments are accurate.
- **Superintendent Liaison:** Direct and coordinate with all department volunteer superintendents (e.g., livestock, static exhibits, fine arts) to manage competitive entries and enforce fair rules.
- **Hiring Judges:** Contract and hire qualified, independent judges for all competitive departments, ensuring evaluations remain professional and unbiased.
- **Awards Management & Distribution:** Oversee the inventory, ordering, engraving, and payout distribution of all fair awards, premiums, and custom sponsor banners.

Event Planning & Fair Execution

- **Annual Fair Management:** Plan, organize, and execute all aspects of the yearly county fair, including grandstand entertainment, carnivals, and special events.
- **Vendor & Contract Management:** Negotiate and execute high-value contracts for food vendors, commercial exhibitors, safety personnel, and entertainment acts.
- **Exhibitor Coordination:** Partner with extension offices, 4-H leaders, and FFA advisors to organize youth livestock shows and competitive static exhibits.

Marketing & Community Engagement

- **Revenue Generation:** Lead general fundraising campaigns, secure major corporate partnerships, and identify and write grant applications to support fair programming.
- **Public Relations:** Serve as the primary public spokesperson for the fair, managing media relations, community outreach, and sponsor appreciation initiatives.
- **Digital Marketing:** Oversee the fair's website and social media channels to drive attendance, promote ticket sales, and publicly highlight award sponsors.

Required Qualifications

- **Experience:** Minimum of 3–5 years in event management, non-profit administration, or corporate operations with clear financial management and fundraising/sponsorship outreach oversight.
- **Board Relations:** Proven experience reporting directly to a Board of Directors or managing workflows alongside collaborative community committees.
- **Fiduciary Skills:** Direct experience managing operational budgets, tracking cash flow, and handling financial record-keeping for an organization.

- **Education:** Associate Degree or Bachelor's degree in Business Administration, Finance, Agribusiness, Marketing, or a related field (equivalent professional experience will be heavily considered).
- **Skills:** Proficient in layout software for updating the premium book, contract negotiation, community sales/outreach, and modern digital/financial tools, Quickbooks.
- **Schedule:** Ability to work a flexible schedule, including evenings for board meetings, with mandatory extended hours leading up to and during fair week.
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Preferred Qualifications

- Prior experience reporting directly to or managing finances for a 501(c)(3) non-profit Board of Directors or working with an organizational Treasurer.
- Strong familiarity with 4-H, FFA, and county fair agricultural exhibition/judging structures (specifically within Wisconsin regulations and rules).

How to Apply

Interested candidates should submit a resume, a cover letter detailing financial and committee collaboration experience, and three professional references via email to info@rockcounty4hfair.com to the attention of Mary Check, with the subject line Fair Manager Application - [Your Name]".

To ensure full consideration, please submit all materials by November 1, 2026.

The Rock County Fair Association is an equal opportunity employer.