

WURSTFEST®



EMPLOYMENT OPPORTUNITY Executive Director – Wurstfest Association of New Braunfels

POSITION SUMMARY

Provides leadership and management for all aspects of the organization, ensuring efficient and effective operations to meet goals and objectives. Works closely with the board of directors, government officials, and the public to align the association's mission and vision with that of the community. This includes providing oversight and guidance for all activities, including the annual 10-day Wurstfest event, summer tourist operations, event venue rentals, and property management/improvement. The Executive Director carries out directives of the board president and board of directors, advises the board on opportunities for improvement, promotes/enhances the culture of the association through positive leadership, advances active association membership through positive communication/outreach, serves as an ambassador in the community for the association, and ensures staff are aligned with strategic objectives. Must work closely with others, work within established time limits, and multitask/prioritize (full job description is available upon request). Competitive compensation and benefits package available to qualified applicants.

PRIMARY RESPONSIBILITIES

- Plan, develop, implement, and direct the organization's operational and fiscal function and performance.
- Review, revise, and implement recommendations for the impact of long-range growth initiatives, planning, and introduction of new strategies.
- Oversee the development, review, and enforcement of the policies and procedures for the organization that improve operational and financial effectiveness of Wurstfest.
- Evaluate and design strategies around the ever-changing challenges of the organization and be able to boldly communicate these directives to staff, so the board of directors maintains a high level of confidence in the organization.
- Consistently evolve the planning and budgeting process with the board of directors to achieve the maximum value of the organization's funding.
- Develop with the Chief Financial Officer a solid cash flow projection and reporting mechanism to meet the operating needs of the Association.
- Act as the primary consultant for the review of contracts, negotiations, or business deals, in which the Association may enter into a binding agreement.
- Review the structure and performance of the Association's financial, operational, sales, and marketing platforms to ensure their efficiencies and continued department and organizational success.
- Become a mentor to the staff to provide support and direction that they can pass down through the organization ranks.
- Coordinate with the Board President to ensure board priorities are met.
- Promote a culture of transparency and communication throughout the organization.
- Provide leadership to all committees.
- Ensure actions by the board of directors are implemented in a timely manner.
- Develop a staffing plan and personnel policies, recruit skilled and competent employees, and monitor staff performance and pay levels.
- Possess a working knowledge of desktop publishing applications and office software used by the organization.



KEY CHARACTERISTICS AND SKILLS

(to include, but not limited to)

- Strong leadership ability; an adept problem solver.
- Professional business acumen; critical path thinking; a strategic big-thinker and visionary.
- Collaborative; skilled at developing and maintaining effective working relationships.
- Superior ability to lead and manage others in good times and bad.
- Continually and consistently drive effective results.
- The ability to communicate appropriately and effectively at all levels.
- Adaptable to change, relatable and outgoing; ability to delegate, teach, and mentor.
- Inclusive leader, driven and organized, and values opinions.
- Ability to multitask; skilled in organizing workflow and managing multiple projects.
- Proficient in Microsoft Office.

REQUIREMENTS AND PREFERRED QUALIFICATIONS

- Bachelor's Degree in a business related field.
- At least 5-10 years of industry experience managing and leading a significant size team and budget.
- Ability and desire to attract, train, develop, and manage staff.
- Executive presence and ability to maintain professional demeanor in high stress environments.
- A valid driver's license.



ORGANIZATION

The Wurstfest Association is a non-profit corporation created to promote local commerce and preserve the heritage of New Braunfels, Texas. The association holds an annual festival that not only supports its operations, but also supports local government, local business, and local non-profit/civic organizations. Those non-profit organizations use money generated during the festival to provide much-needed community services. In 2022, the festival attracted over 225,000 visitors.

The association also operates a water recreation business that generates funds used to support its mission.



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LOCATION

The Wurstfest Association office and grounds are located in the heart of very desirable New Braunfels, Texas, near the headwaters of the beautiful Comal River. New Braunfels is a thriving and growing city located between San Antonio and Austin. Home to nearly 100,000 individuals, New Braunfels has been a regular name on the Census Bureau's annual 15 Fastest-Growing Large Cities list. Founded in 1845 by a German Prince, New Braunfels has no shortage of fascinating history and beautiful Texas German architecture. As the county seat for Comal County, New Braunfels boasts scenic hill country views, with plenty of local attractions including the world-famous Schlitterbahn Waterpark, Texas' oldest dancehall Gruene Hall, Texas' oldest bakery Naeglin's Bakery, as well as the nearby Natural Bridge Caverns & Wildlife Ranch. The area is well-known for its friendly and welcoming locals and offers many local events. New Braunfels also offers great local schools; our districts consistently receive top marks in academic performance and are some of the highest-rated school systems in Texas.



CONTACT/APPLICATION INFORMATION

If you are interested, please apply by sending your resume and cover letter to:

The Executive Director Search Committee –
Wurstfest Association of New Braunfels
Attn: Sherman Krause
E-Mail: WurstfestSearchCommittee@gmail.com
Telephone: (210) 286-6312

This job posting is open until filled.
Thank you for your interest.