



**CLACKAMAS COUNTY FAIR & EVENT CENTER**

*Seeking applicants for the position of*

**Fairgrounds  
Executive Director**

**\$75,000-\$90,000 DOE**

Filing deadline: Friday, January 21, 2022 or until filled

CLACKAMAS COUNTY FAIR & EVENT CENTER

694 NE 4TH AVE.  
CANBY, OR 97013  
503-266-1136

## ABOUT US

Clackamas County Fair and Event Center began in 1907. Moving to its current location in Canby Oregon, South Clackamas County in 1908. Clackamas County is a beautiful county spanning urban, mountain, and valley regions, just as diverse is the Clackamas County Event Center (CCEC). The mid-August County Fair draws 130,000 annual attendees and hosts The Canby Rodeo, which made its fair debut in 1958, and has grown into a nationally recognized PRCA rodeo. The Rodeo draws world-champion athletes and spectators from all over the world. Aside from the County Fair and Rodeo, the CCEC holds a multitude of events throughout the year ranging from weddings to concerts. CCEC is also an emergency evacuation center.

## THE POSITION

The Board of Directors of the Clackamas County Fair & Event Center is seeking a talented individual to continue its strong traditions and identify opportunities to expand its annual Fair, events, and community involvement. The Fairgrounds Executive Director is appointed by, and reports to, the Board of Directors. Under the direction of the Board, the executive director plans, organizes, implements, and administers the development and utilization of fairground facilities. They will prioritize administration and management, financial accounting, planning, marketing, facility enhancement, community outreach and public relations. They will develop partnerships with event center stakeholders, industry regulators and other relevant parties. The Executive Director has the key responsibility of implementing the vision of the CCEC Board and assuring the financial success of the fairgrounds. They will develop marketing strategies to attract maximum use of the facilities and participation; attends all Board meetings and arranges for the development of agendas and minutes; solicits the donation of funds or services. They will identify, recruit, train and develop a talented team of employees who can lead critical departments and manage strategic business functions. They will identify potential risks and opportunities within the organization and its environment to protect business interests, reporting findings back to the board. The Fairgrounds Executive Director must be willing to work irregular hours and weekends and to participate in community activities and organizations when applicable.





## IDEAL QUALIFICATIONS

- Three (3) years of event management experience.
- Bachelor's degree or subsequent years event and management experience.
- Significant experience in budgeting and knowledge of accounting including sophisticated fund and grant accounting, compliance, and reporting.
- Assist in preparation and presentation of annual budget to the board, in conjunction with the finance committee, including recommendations for short-term and long-term projects and programs involving income and expenditures.
- Financial and budget experience with the ability to manage budgets accurately, i.e., setting and maintaining budgets, and accurate monthly re-forecasting.
- Excellent communication, facilitation, and negotiation skills.
- Three (3) years management experience specifically in areas of individual and team development.
- History of managing growth and aligning operations to support strategic business priorities.
- Strong community relations, board relations, and client relations skills.
- Ability to think strategically, anticipate future trends, consequences, and build the organization framework to address dynamic circumstances.
- Advanced skills using accounting software and Microsoft Office applications; Word, Excel, PowerPoint, and Access.
- Working knowledge of applicable federal, state, and local laws and regulations.
- Working knowledge of Fire, Life Safety, EEOC, FLSA, OSHA and ADA rules and regulations.

## BENEFITS

- Compensation based on experience.
- Fully paid retirement system (PERS) after probationary period.
- Paid time off.
- Health insurance plan options.
- Dental insurance plan options.
- Vision Insurance plan options.
- Holiday pay.

## HOW TO APPLY

For more information or to apply upload cover letter and resume to,  
[www.clackamascountyfair.com/careers](http://www.clackamascountyfair.com/careers)