



Job Title: Santa Clara County Fairgrounds Management Corporation (FMC), Chief Financial Officer (CFO)

Location: 344 Tully Rd. San Jose, CA 95111 408-494-3100

Reports To: Santa Clara County Fairgrounds Management Corporation Executive Director
:

Posting Organization – Fairground Management Corporation (FMC)

Employment Status: At Will, Salaried, Part Time (1,000 hrs. /yr.)

Term – Interim (current contract with Santa Clara County is up for renewal in two years)

SUMMARY OF THE OPPORTUNITY

The FMC, under contract to Santa Clara County, manages a 157-acre facility with multiple venues generating revenues of over \$7M/yr. We are chartered as a non-profit operating to maximize public benefit. The operation has evolved and grown dramatically over the last five years by expanding the number of, and diversifying type of, events utilizing the facilities. Additionally, licensees generate reliable cash flow typically operating under one-year contracts. Recently the FMC expanded its capabilities by adding a catering operation to support the user community. Each year the FMC hosts the Santa Clara County Fair attracts ~30,000 attendees. The FMC Executive Search Committee is seeking to fill this open position.

SUMMARY OF THE POSITION

The Chief Financial Officer (CFO) is accountable to the Executive Director (ED) and the FMC Board of Directors for the administrative, financial, and risk management operations of the FMC, including the development of the financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results. You will be accountable for the training, development, and performance of a Finance Department staff of 6.

PRINCIPAL ACCOUNTABILITIES

Planning

1. Assist in formulating the FMC strategic direction and supporting tactical initiatives
2. Develop Metrics and Monitor the implementation of the FMC business plan
3. Develop forecast and cash flow projections
4. Manage the capital improvement request and budgeting processes
5. Department Training and Development Programs
6. Establish market pricing models to justify annual Licensee Agreement

Operations

1. Participate in key decisions as a member of the Executive Management team
2. Maintain in-depth relations with all members of the Management team
3. Manage the Finance Department including personal training, professional development, motivation and effectiveness
4. Oversee the financial relationship with licensees
5. Oversee FMC's accounting system
6. Plan and implement operational best practices
7. Formalize policy and procedures and create an accounting and administration Manual
8. Manage the Contract Administration of all agreements including events, food & beverage, anchor licensees and other contractual services

Financial Information

1. Report financial results and analysis to the Executive Director, Board of Directors and, if requested, to the Santa Clara County Executive Office and/or County Board of Supervisors

Risk Management

1. Assess and mitigate key risks regarding cash controls, use tenants, facilities contracts, and organic events
2. Construct and monitor reliable control systems
3. Maintain appropriate insurance coverage
4. Ensure that the company complies with all legal and regulatory requirements
5. Ensure that record keeping meets the requirements of auditors and government agencies
6. Report meaningful risks exposure to the Executive Director and Board of Directors
7. Contract for annual audits, assess findings, and take appropriate corrective action

Asset Management

1. Monitor cash balances and cash forecasts
2. Protect cash balances
3. Invest any excess funds with the approval of the Executive Director and Board of Directors

Third Parties

1. Maintain banking relationships
2. Maintain relationships with the County Executive and elected officials

Requirements: A viable candidate will have a bachelor's degree in accounting or business administration, or equivalent business experience. We expect the candidate to have 10+ years of progressively responsible experience.

Desired Qualifications: A relevant advanced degree (i.e. MBA, MA Accounting) Preference will be given to candidates with recent experience with organizations sponsoring major public events, particularly county fairs.