

Gratiot County Fair for Youth

Job Description Fair Coordinator



Position Title: Fair Coordinator

Reports To: Executive Committee

Salary Range: Based upon employee's skill level and experience salary negotiable. Flexible hours, some nights and weekends required.

Position Summary

The primary function of the fair coordinator is to organize and coordinate the Gratiot County Fair for Youth and off season events. The fair coordinator will work closely with the 14 member board. The responsibilities will include accounting for the organization and regular communication with the board. The fair coordinator will have an active role in fundraising and grant writing. The fair coordinator will supervise other contract laborers or interns.

The statements in this job description are intended to describe the general nature and level of work being performed by the fair coordinator. This job description is not all inclusive and may be changed at the direction of the Board of Directors.

Position Requirements

Education

- a. High School Diploma required
- b. Associate's Degree/Bachelor's Degree preferred

Experience

- a. Two years event planning or related experience
- b. Experience with non-profit leadership/administration
- c. Accounting experience or education in accounting practices
- d. Experience with public relations

Other skills/qualifications

- a. Proficient in word processing, spreadsheet management, electronic communications software, and database management
- b. Ability to operate all basic office equipment
- c. Experience with web design software
- d. Ability and skills to manage youth and adult volunteers
- e. The ability to efficiently work on multiple tasks simultaneously
- f. Must be able to work with minimal supervision and complete tasks in a timely manner
- g. Proven experience in generating funds from grants, sponsorships, and private philanthropic support
- h. Excellent time management skills, positive attitude, and willingness to work hard
- i. Strong ethical standards
- j. Ability to positively communicate GCFFY business, news, policy and procedures to the public, stakeholders, and exhibitors through conversation, news releases, publications and correspondence
- k. Available for occasional night/weekend responsibilities

Resume and cover letter must be postmarked by Friday, September 25. Mail resumes to Gratiot County Fair for Youth, 701 Lincoln Ave. Alma, MI 48847 or email to info@gcffy.org

Duties of the Fair Coordinator

- Understand and implement the mission of GCFY
- Ensure a staffed public office for GCFY
- Coordinate the activities of the GCFY and its Board of Directors
- Work with President to set agenda of fair board meetings
- Work with Treasurer to prepare accurate treasurer's reports that include an income statement and balance sheet for the association and board
- Work with the Treasurer and finance committee to create an annual budget
- Provide leadership for strategic planning and goals and take actions to implement goals and actions of GCFY board and association
- Promote a positive relationship with the community
- Maintain a current database of all association members, donors and finances
- Create and implement annual fundraising programs with the support of the board of directors
- Protect assets of the association: ensure accurate day-to-day accounting of the association
- Pay expenditures with treasurer approval and ensure expenditures are within the budget or approved by the Board of Directors
- Recruit and contract off season rental of fair grounds to generate income
- Implement the rules, policies, and procedures set by and association and Board of Directors
- Work with the superintendent committee and board to recruit, orient, and educate superintendents of their roles and responsibilities
- Contract fair judges upon recommendations from the committees
- Ensure the annual publication of the fair book seeking proper input from the appropriate committees and board
- Communicate with the association members, directors, officers, and committee chairs pertinent information
- Ensure proper licenses are secured: fairs license to solicit charitable donations from the state's attorney general, camping license from the State of Michigan
- Work with the elected treasurer/CPA to ensure that the tax form Form 990 is created and filed annually with the IRS

Effective 9/10/2020