

## **JOB DESCRIPTION**

**JOB TITLE:** Executive Director, Grady County Fairgrounds and Events Center

The Executive Director is responsible for all aspects of planning, marketing, implementing and managing the operations, staff and policies of the Grady County Fairgrounds and Events Center. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide leadership in developing program, organization and financial plans with the Board of Directors and carry out plans and policies authorized by the board.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for the enhancement of the Grady County Fairgrounds and Events Center's image by maintaining an effective working relationship with future tenants and being active and visible in the community by working closely with other professional, civic and private organizations.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Develop and implement a marketing program, materials and strategies.
- Provides vision and leadership around the development and implementation of long range plans, recognizing the cultural, historic and agricultural aspects of the grounds.
- Responsible for the development and implementation of the strategic and annual operational plans.
- Serves as the liaison, advocate, and public relations representative for current and future user groups, community groups, government agencies, and general public related to the Fairgrounds.
- Prepares and justifies annual budget and monitors fairground construction projects.
- Maintain a working knowledge of significant development and trends in the industry.
- Other duties as assigned by the Board of Directors.

### **KNOWLEDGE AND SKILLS:**

Must have excellent interpersonal skills and interact well with a diverse population. Ability to express ideas clearly and concisely in oral and written form. Conduct multiple projects simultaneously. Present a professional and positive customer service attitude. Must be proficient in Microsoft Office, and have knowledge of computer aided design software, and IT.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree required in Business, Marketing, Public Relations/Administration or related field. Must have experience of executive management. Preference given to applicants with experience in management and event planning of fairgrounds facilities, fairs and expositions.

### **TO APPLY:**

Submit application, available on-line at [www.gradycountyfairgrounds.com](http://www.gradycountyfairgrounds.com) by August 11, along with a cover letter and resume. Send application to Grady County Fairgrounds and Events Center, 500 East Choctaw, Chickasha, OK 73018, Attn: Steve Standridge. Applications will be accepted until position is filled. Salary will commensurate with experience. Grady County benefit package. Grady County is an Equal Employment Opportunity Employer.