

Qualifications for the Position of Chief Executive Officer Trinity County Fair Association, Inc.

Trinity County Fair Association, Inc. is a non-profit corporation in the State of California, with a beautiful fairground located in the town of Hayfork. The Trinity County Fair Association, through their Board of Directors, provides for the management of this treasured facility so that it serves the best interests of all the citizens of Trinity County.

The Association is seeking a dynamic leader with vision who can collaborate with the Board as well as multiple county, state and federal agencies, service groups and interested individuals to produce an exceptional annual County Fair as well as multiple events on the fairgrounds during the year. The CEO is hired by and answers directly to the nine-member Trinity County Fair Association Board of Directors.

This is a salaried, exempt, full-time hands-on position with varied duties where the CEO is expected to produce documents, provide analysis on suggested projects and fundraising proposals, positively market all events through modern media, develop and recommend annual and project budgets to the Board, oversee the maintenance and improvement of the fairgrounds property, effectively manage the office, support staff and physical plant while ensuring compliance with all current laws and regulations. Research and apply for grants available to non-profit agencies and actively seek new funding opportunities to build a sustainable funding basis for operations. Maintain open and direct communication with the Board of Directors and guides and supports the development of a professional board.

Employment of the successful candidate is conditioned on acceptable Pre-Employment drug testing, DMV printout and possible background check.

Minimum Qualifications

High School graduate with AA or AS degree; any combination of military training hours or directly related work experience that would provide the equivalency of an AA or AS degree will be considered

At least two years of experience in a management position in Business, Marketing, Agri-Business, Agri-Marketing or non-profit sector or government that included the supervision of employees;

Competent with the Microsoft Office suite, including Word, Excel, Access, Power Point; experience with the use of computerized accounting and database programs; understanding of and ability to read financial statements; email and Internet research and usage; social network marketing; familiarity of Adobe InDesign preferred;

Knowledge of graphics programs to produce advertising and promotion materials a plus;

Ability to speak comfortably and appropriately to groups and always provide presentations on Fair and Association events projecting a strong and positive image.

Possession of a valid California or other state driver's license and/or be eligible for a California valid driver's license

Ability to walk, stand, sit for sustained periods of time; ability to lift to 20 lbs; ability to travel as needed for position duties; ability to oversee night-time and weekend events and activities

Desirable Qualifications:

BA or BS degree in Business, Agri-Marketing, Agri-Business, Marketing

Fair management experience; event promotion experience

Experience as a CEO or management position hired by and/or responsible to a non-profit Board

Benefits:

Salary: \$48,000-53,000/year depending on experience

Paid holidays, vacation, and sick leave

Cell phone stipend provided to CEO

Relocation stipend negotiable

Trinity County Fair Association, Inc.

PO Box 880

Hayfork, CA 96041

Physical Address: 6000 Hwy 3, Hayfork, CA 96041

Checklist for Application Packet Submission

All applications for the CEO position shall include the following:

1. Cover letter addressed to the Trinity County Fair Board of Directors
2. Completed Trinity County Fair Association, Inc. official application form
3. Resume
4. Copies of any educational degrees listed
5. Three letters of reference – with at least one from a current or former employer
6. Copy of current California or other state Driver's License
7. Please send or hand deliver to the Fair Office at address listed above.

Incomplete submissions will not be considered for the CEO position.

Application for Trinity County Fair Association, Inc.
501 (c) 3 Non-Profit Corporation

Chief Executive Officer Position

Name

Address Home/Cell Phone #

City State Zip Work Phone # and Ext.

Education Record (Please attached copies of all listed degrees)

Institution	Dates	Major	Degree

Professional Experience (start with the most recent position)

Title	From/ To (Mo/Yr)	Company/Fair/Non-Profit	Salary

References – All reference checks will be conducted confidentially

Please provide names, titles and telephone numbers of at least three people who have supervised you in your current and previous positions.

Name	Title	Home /Cell #	Work #
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Do you object to having references contacted other than those listed herein and in your resume? Yes _____ No _____

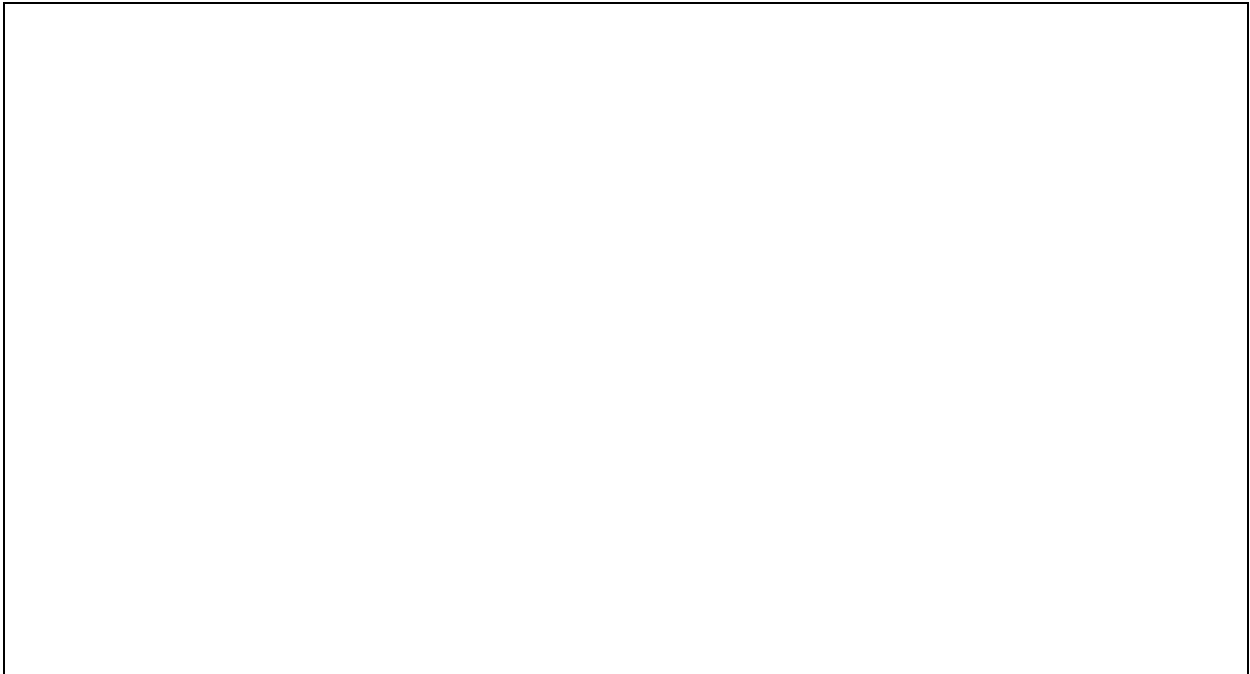
Notable Achievements- Please confine comments to fit the section available

Please comment on your most significant contributions you believe you have made in an administrative position:

Please list any successful marketing campaigns; grants funded or fundraising projects completed:



Please include any additional information you believe would be important to add to this application:



Yes No Have you resigned from or otherwise left employment to avoid investigation for alleged misconduct and/or dismissal in CA or any other state or place?

Yes No Have you ever been dismissed during a probation period or from a permanent position?

Yes No Have you ever pled guilty or been convicted of any crime or entered a plea of nolo contendere in CA or any other state?

Yes No Have you ever been convicted of any offense, felony or misdemeanor other than a minor traffic violation that did not result in suspension or revocation of your driver's license?

Yes No Do you now have charges pending against you which have not been adjudicated?

A yes answer to any of the above questions is not an absolute bar to employment. If you have answered yes to any of the above questions, you may wish to attach an explanatory page.

May we contact your present and previous employers? Yes No

If no, please explain: _____

I HEREBY CERTIFY THAT ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MADE HEREIN MAY SUBJECT ME TO DISQUALIFICATION OR DISMISSAL. I AUTHORIZE YOU TO MAKE SUCH INVESTIGATIONS AND INQUIRES OF MY PERSONAL, EMPLOYMENT, EDUCATIONAL, FINANCIAL, AND OTHER RELATED MATTERS AS MAY BE NECESSARY FOR AN EMPLOYMENT DECISION. I HEREBY RELEASE EMPLOYERS AND INDIVIDUALS FROM ALL LIABILITY WHEN RESPONDING TO INQUIRES IN CONNECTION WITH MY APPLICATION.

SIGNATURE

DATE

Trinity County Fair Association, Inc. is an equal opportunity employer and does not discriminate on the basis or ethnicity, color, sex, religion, creed, national origin, physical handicap or age.