



## **Chief Operations Officer**

### ***American Royal Association***

The American Royal continues to be a nationally recognized brand of excellence for over a century. The American Royal began in 1899 as the National Hereford Show and has evolved into a comprehensive season of food and agriculture activity with a yearlong impact. Today's American Royal is the home to a nationally competitive youth livestock show, the world's largest barbecue competition, a national equine championship, youth and professional rodeos, elementary and secondary education outreach, and a collegiate scholarship program. People travel to the American Royal from every state. BBQ teams come from around the globe.

The American Royal mission, to be the Nation's leader in food and agriculture education, events, and engagement, is the foundation for the current activities and the driving force for future innovation and growth. With a long-standing history in Kansas City and brand prominence worldwide, the American Royal is poised to significantly increase its relevance and impact in food and agriculture with the development of a new home, a food and agriculture event, education, and entertainment epicenter.

#### ***Position Summary***

The American Royal Association seeks a strategically minded, team-oriented and focused individual to help lead the organization into its exciting future by serving as the Chief Operating Officer (COO). The COO role is a senior executive position reporting directly to the CEO. The COO oversees the day-to-day event and operational functions of the American Royal. Specifically, the COO will have oversight of all livestock, rodeo, equine, BBQ related, and third-party events as well as event and facility operations.

Together with the CEO, the COO will provide direction and support to senior team leadership. The COO will lead the design and implementation of operational strategies, review the efficiency of current operational functions, plan changes and updates to day-to-day operations and collaborate with other senior team leadership to meet organizational objectives. The COO will be responsible for leading the team to manage events in the short term while building organizational capacity for the American Royal as it increases its activity in the near and distant future.

A successful candidate must be results driven with strong attention to detail and a get-the-job-done attitude. They must be able to communicate effectively with team members, engage in a team approach, and adapt to various tasks and responsibilities. The COO must value the delivery of high-quality event experiences and understand the planning and performance levels necessary to execute high-quality events. They must share the vision for the future American Royal and be focused on the execution and implementation of current programs and events. The COO will work closely with the CEO and should demonstrate a complementary skill set. A high level of trust and transparency between the CEO and the COO is necessary, along with a clear understanding of decision rights and responsibilities. The position will be housed on-site in the American Royal Center in Kansas City, Missouri.

#### ***Specific Responsibilities:***

- Lead the events and operations team members in execution and implementation of all events on the American Royal calendar, including livestock, rodeo, equine, BBQ related and third-party events
- Directly supervise the Director of Operations and Director of Events with in-direct supervision of the Livestock Event Manager, Rodeo Event Manager, BBQ Event Manager, Equine Event Manager, Operations

Manager, Housekeeping, Operations Team, three Event Coordinators and various seasonal team members and interns

- Provide organizational leadership and accountability to the operations team in the management and protection of physical assets
- Work closely with the Chief Financial Officer on all matters related to event and operational budgets
- Manage, along with the Operations Director, all facility-wide and multi-event vendor relationships
- Provide leadership and supervision to the team leading recruitment and management of third-party events in current location and rental and hosted events in new facility
- Manage workflow strategy and organization related to event execution
- Develop and implement strategies needed to enhance future event growth and to meet the organization's strategic objectives and translate into actionable goals with tactics and action plans
- Serve as "second-in-command", serve as a member of the senior leadership staff team, and advise and support all members of the senior leadership team when needed
- Work directly with the CEO to manage the recruitment, staffing and employee development with the operations and events teams
- Work with the Community Engagement Coordinator to enhance the engagement and ownership of volunteers and committees
- Prepare necessary reports and event overviews for the Board of Directors and CEO
- Collaborate with CEO and Board of Directors on implementing and assessing the strategic plan, specifically including the development of a comprehensive tracking and reporting system
- Lead team efforts for the development of a comprehensive Customer Relations Management system
- Work with the CEO to oversee employee productivity, lead employees to meet high expectations of performance, and build a highly inclusive culture ensuring team members thrive and organizational outcomes are met
- Maintain and build strong relationships with external vendors, partners and collaborators
- Cultivate and provide growth opportunities for rising talent within the Association
- Maintain consistent and effective communication with the CEO
- Participate in new complex planning activities as needed with a specific focus on future event planning and related facility details
- Assist with other duties and responsibilities as assigned

***Required Qualifications:***

- Bachelor's degree in a related field required
- Extensive work experience in the agricultural and/or events industry with strong knowledge and understanding of operations management
- A strong leader who thrives in a collaborative, dynamic, fast-moving environment while driving toward clearly defined goals and solutions
- Proven record in leading, managing, building, and coaching individuals and teams
- Exceptional strategic thinking, analytical skills, decision-making aptitude and problem-solving capabilities
- Highly effective communication (verbal and written), public speaking, influence management and relationship-building skills
- Outstanding organizational skills combined with ability to be flexible and adaptable
- Determined work ethic with a consistent ability and willingness to work evening and weekend hours during events
- An execution mindset, a bias toward action and an ability to bring structure to complex situations
- Experience managing budgets and demonstrated attention to detail and accuracy

- Self-motivated, goal-oriented, and consistent desire to strive for excellence
- Modeled strong personal qualities of integrity, personal character, positive attitude, credibility, and commitment
- Completion of background check

***Compensation and Benefits:***

This is a full-time, exempt position. The COO role is eligible for the medical plan one full calendar month after start date. The COO will be eligible for Association's retirement plan subject to the plan's waiting period and hours worked requirements. Paid federal holidays, vacation and sick leave are provided. The salary range is \$150,000-170,000 annually.