

Alaska State Fair, Inc. Board of Directors Announces Search for CEO



Alaska State Fair, Inc. located in Palmer, just north of Anchorage is a 501 (c) 3 private corporation with a member base. The fair draws over 300,000 attendees over 14 days ending on Labor Day. It subscribes to the Carver Model of Governance and the CEO reports to a seven-member Board of Directors.

Minimum Qualifications: Accredited college/university bachelor's degree, emphasis in Business disciplines, agriculture, education, or the arts and/or minimum of 5 years' experience managing large public event facilities. Must have broad based knowledge of various components required in comprehensive event and/or venue management and demonstrated success developing and managing event-based budgets.

Position is Exempt, Full-Time. Salary negotiable, DOE. Finalists subject to background and credit rating checks.

Send cover letter and resume to: bod@alaskastatefair.org

Deadline to submit is April 14, 2023.

For additional information, contact bod@alaskastatefair.org

Employment Details Purpose:

Adhere to Mission and Vision Statement of Alaska State Fair, Inc. while overseeing the management of Alaska State Fair, Inc. a 501(c) (3) Corporation.

Additional Qualifications: Demonstrate strong leadership and written and verbal communication skills. Experience managing both paid staff and volunteers as well as developing and managing budgets. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, and negotiation techniques.

Confidentiality: High degree required in all personnel matters and all executive session business.

Areas of responsibility include but are not limited to:

- Establish and enact capital and operational plans and budgets that support board policy and daily operations of the fair.
- Apprise Board of the financial status of the organization, progress towards meeting organizational objectives, and capital and operational plans, member concerns and current industry trends.
- Supervise staff, provide work assignments, review progress, and evaluate work. Advise and assist employees as necessary and provide training and development to meet work priorities and staff enhancement.
- Approve and direct expenditures within the limits of the Board approved budget.
- Represent the Fair as its CEO in all interactions with other organizations, individuals, the public and local and State government.
- Provide Comprehensive leadership during the annual fair, acting as emergency liaison, supporting staff, and addressing issues as they arise.
- Promote community relations through active involvement and speaking engagements.

Environment: The work is performed in an office environment on the beautiful Alaska State Fairgrounds. On occasion the CEO will be required to work outdoors, evenings, weekends, holidays and extensively during the annual fair.

The Alaska State Fair is committed to a work life balance where flexibility and accommodations are promoted and facilitated.