



**JOB TITLE: Executive Director**

**JOB SUMMARY:**

Executive Director is responsible for day-to-day development, maintenance and operation of Exchange Park, its facilities and staff. Position is responsible for attaining maximum revenue potential of Exchange Park through event booking while supporting the mission of the Exchange Club Fair of Charleston, Inc. Work involves significant community engagement and involvement with board members of the Exchange Club Fair of Charleston, Inc, and the general public. Executive Director will collaborate with the Board of Directors and its committees on strategy and policy to ensure that the Board's mission and core values are incorporated into operational activities and services.

**SUPERVISORY RELATIONSHIPS:**

The Executive Director works under the general supervision of the Exchange Club of Charleston Fair, Inc. Board of Directors and works under the specific supervision of the President, keeping him informed continually of any activities, problems, or concerns. If any conflict should occur between the President and the full Board of Directors, the Executive Director will follow the direction of a majority of the Board of Directors.

**ESSENTIAL FUNCTIONS OF THE JOB:**

**General Management:**

Plans, organizes, directs, controls, and evaluates the work of the Exchange Park staff. Oversees the management of the day-to-day administration of the Park, including budget, capital projects, on-going maintenance, stewardship and development of assets, personnel relations, and customer service activities.

**Marketing and Sales:**

Develops Marketing plans for park rentals, events, and promotion. Promotes the Exchange Park through community organizations, professional groups, and individuals to build relationships that can be converted to Exchange Park rental opportunities. Must have strong understanding of marketing and sales processes and have the ability to professionally interact with clients of the Exchange Park.

Professional Business attire is required when meeting with or interacting with the public.

**Strategic Planning:**

Works with the board of directors to develop master plans and long-range plans for the acquisition, development, and maintenance of Exchange Park. Facilitates and promotes ongoing research into new approaches and trends and recommends implementation of programs to assist board members and their stakeholders for the future.

**Policy Development:**

Develops, recommends, and oversees the administration of Exchange Park policies and guidelines. Maintains currency of policies and practices within the organizational needs of Exchange Park.

**Personnel Management:**

Develops and maintains a results focused workforce committed to customer service, and teamwork. Directly or through managers, appoints, supervises, provides for training and performance evaluation and development, and ensures

accountability of employees. Establishes and maintains a working environment conducive to positive morale, quality service, and innovation. Provides for the training in, promotion of, and accountability for safe work practices and working conditions for employees. Ensures compliance with policies and state and federal laws and regulations.

**Program Development and Project Management:**

Oversees all Exchange Park programs and projects for the board of directors. Coordinates programs and activities of the park with clients and citizen groups. Participates directly in the planning and development of significant projects and long-term implementation and ensures these are consistent with the Exchange Park's goals and objectives. Facilitates and promotes ongoing research into new approaches, technologies, and trends, and recommends implementation of programs and equipment to help Exchange Park achieve its objectives more efficiently.

**Financial Management:**

The Executive Director is responsible for the fiscal management of Exchange Park which includes preparation of the annual budget in coordination with committee chairman, to be approved by the Board, assisting in audits, submitting to the Board a monthly accounting of income and expenditures, establishing, and monitoring an accounting system for Exchange Park and maintaining an accurate inventory of materials and supplies. The Executive Director handles all Exchange Park contract negotiations which are outside of committee chairman responsibilities, subject to board approval, with vendors and facilities users, maintains Exchange Park in accordance with Board directives and policies and ensures that all facilities are kept in good repair and operating condition, keeping within fiscal limitations. The Executive Director will need approval by the Board on all major expenditures such as building, maintenance and operation equipment.

**Senior Management Team:**

Provides information and advice to the President and the Board of Directors on strategic planning and accomplishment of Exchange Park's goals and objectives.

**Environmental Stewardship:**

Under policy direction from the President and Board of Directors, responsible for the protection of Exchange Park's lands and facilities. Promotes and develops effective facilities and systems to maximize the public's enjoyment and use of Exchange Park in harmony with environmental protection and stewardship. Works under applicable federal and State regulation and protection measures for protection of natural resources such as streams and wetlands.

**ADDITIONAL WORK PERFORMED:**

Other duties as assigned by the President or designee.

## **PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):**

### **KNOWLEDGE OF:**

- Principles and practice of general business management and of Exchange Park's administration processes and management.
- Exchange Park work and operations, stewardship and maintenance of park lands, facilities, and community infrastructure.
- Board of Directors' processes, fiscal and budget management processes, and applicable administrative policies and procedures.
- Current Exchange Park and related issues and stakeholders; including other boards, committees and institutions involved in the operation of the Exchange Park.
- Applicable federal, State, and local laws and regulations, including development regulations, affecting the work of Exchange Park.

### **DESIRED SKILLS:**

- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, board members, corporate stakeholders, the media, and the public.
- Inside and Outside sales and marketing processes and techniques to promote the business of the Exchange Park.
- Highly effective team building and leadership skills including consensus-building to resolve conflicts, negotiate agreements and gain cooperation among competing interest groups.
- Strong business and fiscal management skills.
- Problem analysis and decision making, adaptability/flexibility, and stress tolerance.
- Excellent strategic planning, organizing, and time management skills.
- Excellent written and verbal communications skills including public presentations.

### **ABILITY TO:**

- Manage by objective and facilitate achievement of the Board's legacies and performance metrics.
- Conduct oneself at all times in an ethical, professional, and respectful manner.
- Establish and maintain cooperative and effective working relationships with vendors, clients, and stakeholders, both internal and external.
- Quickly grasp and manage complex and technical issues in a fast-paced environment and in a context of inter-related issues, systems, projects, and strategies.
- Interpret, explain, and apply complex guidelines, codes, regulations, policies, and procedures.
- Articulate the Exchange Park's goals and work in an understandable and appropriate manner for the audience or individual.
- Develop and maintain effective organizational structure, financial control, and management information systems for the Exchange Park's function.
- Identify the Exchange Park's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.
- Work independently under general policy and strategic guidance.
- Maintain consistent and punctual attendance.
- Physically perform assigned duties including the ability to lift up to 50lbs when required.

**WORKING ENVIRONMENT:**

Work is performed primarily indoors and some outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward materials. Board meetings are usually evening meetings requiring a flexible schedule on those days. Large events on weekends may require work during these weekends, especially during the annual fair event.

**WORKING HOURS:**

The base schedule is 9am to 5pm Monday through Friday; however, some meetings require working evenings, and the annual Coastal Carolina Fair and other events may require varied hours to meet needs.

**MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree in marketing/business or a related field.
- Five years' experience in event marketing and administration including three years in a senior management position

**PREFERRED EXPERIENCE AND TRAINING:**

- Master's degree in marketing & business or MBA.
- Certified CVE (Certified Venue Executive), CVP (Certified Venue Professional) or equivalent exhibitions and event industry certifications.

***Preferred qualifications include a significant record of:***

- Responsibility for general fiscal management, capital budget management, and strategic planning.
- Effectively working with Board members, committees, and the business community.
- Within an ethical framework, exhibiting creativity and innovation in programs and processes.

In place of the above requirements, any combination of relevant education and experience which demonstrates the knowledge, skill, and ability to perform the essential functions of the job may be considered.

**NECESSARY SPECIAL REQUIREMENT:**

Employment contingent upon passing a South Carolina Adult/Child Abuse records check, criminal conviction check, local background check and drug screening. Valid South Carolina driver's license and good driving record required.

**TO APPLY:** Please email resumes to [humanresources@exchange.org](mailto:humanresources@exchange.org)