

**Position:** Executive Manager  
**Start Date:** To Be Negotiated  
**Salary/Benefits:** Commensurate with experience



**Basic Function:**

- Accountable for the overall operations of the Fort Bend County Fair Association (FBCFA) and all sanctioned events in a manner that is businesslike, economically feasible, professional, diplomatic, and consistent with the FBCFA Mission. FBCFA is a 501(C)3 organization which operates through a Board of Directors, Executive Committee, and office staff.

**Responsibilities (included but not limited to):**

- Establish Fair Office hours as 9:00 am to 5:00 pm, Monday thru Friday, unless otherwise approved by the Board of Directors
- Fort Bend County residency preferred or willing to relocate in proximity upon starting position.
- Be a self-starter with great organizational, time-management, and critical thinking skills.
- Ability to manage multiple projects concurrently.
- Hire, Train, supervise and evaluate employees. (Hiring with input from Board of Directors)
- Monitor personnel to ensure a business-like appearance and a good impression to visitors.
- Manages the care, custody, and control of all Association inventory.
- Attend all Board and Executive Committee meetings and other meetings as required.
- Oversee & maintain the finances of the Association with oversight from the Finance Committee.
  - Budgets
  - Operational expenses
  - Investments
  - Profit & Loss
- Submit a monthly manager's report of all activities.
- Contracts & Proposals:
  - Provide oversight and direction to ensure compliance by all parties with the FBCFA contractual agreements including terms, financial considerations, obligations, etc.
  - Negotiate and present contracts to the Board of Directors.
  - Negotiate and present proposals/quotes to the Board of Directors.
- Submit to the Board of Directors complaints received and action taken or planned action.
- Fulfill all requests and/or duties as set by the Board of Directors.
- Provide the necessary leadership to develop the Fair Association to its fullest potential through:
  - Promotional opportunities
  - Involvement & participation in civic and service organizations
  - Media sources
- Coordination and annual evaluation of all fundraising events.
- Oversee Fair committees, volunteer recruitment, training, management, and recognition plan.

- Serve as liaison between FBCFA and:
  - Fort Bend County Fair Association Scholarship Foundation
  - Fort Bend County (landlord)
  - Other Community Partners – civic organizations, service organizations
- Oversee and maintain FBCFA printed materials, newsletters, website and mailouts.

**Education And/or Experience:**

- College or university bachelor’s degree in business, marketing, agricultural business, agricultural marketing, or related field and related experience; or equivalent of education and experience.
- 5 years related experience, with experience in coordinating large scale Fair/Rodeo/Festivals.
- 2 years related Fair Management and/or Leadership experience a plus.
- Proficiency of permitting processes and demonstration of industry knowledge.

**License or Certification:**

- Certified Fair Executive or seeking to obtain.

**Skills, Knowledge, and Abilities:**

- Administrative skills including delegating work, budgeting, discipline, checking/proofing documents, evaluating, planning, recordkeeping.
- Strong verbal and written communication skills.
- Mastered interpersonal, organizational and computer skills.
- Positive, friendly, and outgoing attitude.

**Environment and Physical Working Conditions:**

- Work inside in controlled temperature conditions.
- Work outside in temperatures ranging from extreme heat to extreme cold and precipitation.
- Must be able to stand on your feet for extended periods of time (excess of 4 hours).
- Must be able to lift objects up to 30 lbs.
- Must be able to work long hours when needed.
- Night and weekends will be required.

**Conditions of Employment:**

- Must pass drug screening, driving record and background checks.
- Must have a valid driver's license.
- Must be able and willing to obtain TABC beverage license for Fair and other activities.
- Must meet FBCFA insurance requirements to be bonded.

***The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required for the listed position.***

Individuals interested in a career with the Fort Bend County Fair Association are encouraged to send cover letter, resume list of references and salary requirement to:

**FBCFA**

**Attn: Pauletta Klemstein**

**[pklemstein@fbcfa.org](mailto:pklemstein@fbcfa.org)**