

## **CEO/MANAGER**

The Clay County Fair Association, Inc. is in search of a qualified candidate to serve as the full-time Chief Executive Officer and Fair Manager of the Clay County Fair & Events Center.

Located in Spencer, Iowa, the Clay County Fair & Events Center is a year-round facility that annually hosts more than 300 events, including its signature event, the Clay County Fair. Known as “The World’s Greatest County Fair” since 1917, the Fair attracts more than 300,000 guests each September for nine days of world-class entertainment, competition, food, fun, and the largest farm machinery show at any fair in the United States.

The successful candidate will be subject to the control of the Fair Association Executive Committee.

### **Duties**

- Oversee and control the properties, business and affairs of the Fair & Events Center
- Hire, supervise, and manage all personnel
- Implement policies, plans, and budget as approved by the Executive Committee
- Serve as Secretary of the Fair Association, maintaining all records and minutes and serve as a non-voting member of the Executive Committee and Board of Directors
- Complete any other duties as assigned

### **Qualifications, Education, and Experience**

- Experience in management, business administration, public relations, entertainment/special events or related fields
- Leadership experience in strategic planning/implementation, including teamwork and collaboration
- Competent in public relations, agriculture and youth development, finance, and business development, including capital project planning
- Ability to work cooperatively and communicate effectively with a Board of Directors, staff, volunteers, business partners, local government officials, sponsors, media and members of the community
- Ability to exercise independent initiative and professional judgement to solve complex problems and accomplish desired goals and objectives
- Excellent oral and written communication skills
- Management experience with a fair, festival, or major event
- Previous experience working with an elected Board of Directors
- CFE (Certified Fair Executive) or IFM (Institute of Fair Management) designation preferred, as well as previous experience with IAFE

The CEO/Manager position is a salaried/exempt position with compensation commensurate with experience. A comprehensive benefit package, including paid PTO and vacation, is also offered.

For application consideration, please submit a cover letter and resume to Jeremy Parsons at [jeremy@claycountyfair.com](mailto:jeremy@claycountyfair.com) or PO Box 527, Spencer, IA 51301. Applications accepted until Friday, January 27.