

Executive Director Job Description

9.08.08

Position Purpose

The Executive Director (ED) is the lead management position for the Oregon Country Fair (OCF) and is an “at-will” employee who serves at the pleasure of the Board of Directors. The ED is responsible for integrating Board policy into OCF events, procedures and programs. Responsibilities will vary based on specific job requirements related to year-round personnel management, program development and implementation, public and community relations, marketing and fund raising, financial and risk management, philanthropy, and long range/strategic planning.

The ED is responsible for promoting and marketing all OCF events and is the main contact for all media relations. The ED acts as an ambassador for the organization and is expected to interface with public figures.

The ED works under the direction of the Board of Directors (BOD). The BOD has the responsibility for hiring and firing the ED and will evaluate the ED annually. The ED is a contracted employee.

Scope of Authority

The ED will coordinate, supervise and evaluate all other paid employees. The ED shall be a member of all hiring committees and will have the authority to hire and fire employees in BOD approved positions.

The ED has final decision-making authority on all event operational issues. The ED is a full and active participant in choosing and directing the year-round management team. The year-round management team consists of volunteer back-up managers and all management employees. The ED or the ED's designee may remove or replace volunteer staff, coordinators, performers, booth persons, and visitors from OCF properties and/or functions. The ED or the ED's designee resolves disputes on OCF properties and/or functions between affected persons or makes other means of mediation/resolution available in addition to the approved OCF grievance procedure. The ED may close the Fair for public health and safety, weather, or financial reasons and must convene the BOD as soon as possible for ratification of the decision.

Essential Job Functions, Job Location and Working Conditions:

The ED is charged, along with treasurer(s) and relevant committees, with financial oversight of the OCF. Duties include negotiation and administration of all contracts. The ED will develop and oversee all grant applications and may write and administer grants. The ED will make prudent decisions on deviations from approved budgets to meet crisis situations as necessary. The ED may spend up to \$1,500.00 per incident above budget amount without approval in a non-emergency situation, but not more than \$10,000.00 per fiscal year for any expenditures not having pre- or post-expenditure BOD approval.

The ED has the authority and responsibility to initiate examination of operations, structure and process, make policy recommendations, and implement solutions and/or improvements. The ED has the authority to make operational changes as needed. Consultation with affected parties is preferred. It is the ED's responsibility to implement OCF bylaws, guidelines, and BOD policies. In some cases the ED may make operational

decisions on issues not defined by OCF bylaws, guidelines, BOD directives, or other written documents. The ED is responsible for coordinating the review and evaluation of OCF-sponsored programs. The ED will present a written summary report to the BOD no later than the annual meeting or when requested by the BOD. The ED will provide oral and written reports at monthly BOD meetings.

The ED oversees and helps coordinate OCF philanthropic programs. The ED will meet with the BOD and members of the OCF's philanthropic committees on a regular basis. The ED will participate with membership, volunteers, BOD and committees on long range strategic planning.

The ED will work with membership, volunteers, committees, community partners, and marketing experts to develop program proposals for review, approval, and funding by the BOD. The ED is responsible for coordinating the OCF's existing programs as well as initiating new program development.

The ED must be able to work in an office environment which includes business telephone, copiers, fax machines, voice mail, computer printers, and other office equipment. The execution of other duties will require the ability to climb, step over objects, and maneuver through loose or wet soil similar to that of a construction site. Event working conditions will require the use of communications equipment, including two-way radios and other communication equipment (examples include land line telephone, intercoms, pagers, and cell phones).

Critical Skills, Knowledge, and Abilities:

- Experience in planning and coordinating events
- Experience working for a non-profit board of directors
- Financial management
- Strong oral and written communication skills including public speaking skills
- Workplace systems management and analysis
- Employee supervision, management, and evaluation with ability to motivate employees and volunteers
- Skilled in conflict resolution, crisis management, mediation, and cultural competency
- Grant writing and fund development
- Public and community relations
- Marketing and advertising
- Ability to work effectively with a diverse community
- Program development
- Demonstrated proficiency with word processing, database, spreadsheet, accounting, and presentation software programs
- Familiarity with state and federal employment laws

Education and/or Training:

A four year degree or higher in an appropriate discipline is strongly encouraged in addition to experience adequate to fulfill the essential job requirements.

Salary Range:

The Ed position salary range is defined by Steps 4-1 (currently \$40,300/year) through 5-7 (currently \$65,200/year) in the step tables.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.