Oregon Country Fair

General Manager Job Description

Classification: Exempt, Salaried
Salary Range: $60,000 - $82,500, with starting range up to $67,500

Purpose Of Position
The General Manager (GM) is the lead management position for the Oregon Country Fair (OCF) organization and is an “at-will” employee who serves at the pleasure of the Board of Directors (BOD). The GM is responsible for integrating Board-generated policy into all OCF events, procedures, and programs. Responsibilities will vary based on specific job requirements related to year-round administration and/or oversight of personnel management, program development and implementation, public and community relations, marketing and fund raising, financial and risk management, health and safety, philanthropy, and long range/strategic planning. The GM is responsible for promoting and marketing all OCF events. The GM acts as an ambassador for the organization and is expected to interface with public figures. The GM has final decision-making authority on all operational issues.

Scope Of Authority
The GM works under the direction of the BOD. The GM will coordinate and supervise all other paid employees. The GM will work with the Personnel Committee to evaluate all other paid employees. The GM shall be a member of all hiring committees, however, the BOD is responsible for hiring and firing employees. The GM may hire and fire temporary employees as defined in the Personnel Policies and Procedures Manual (PPPM). The GM has final approval for the hiring and firing of any temporary employee hired by other staff. The GM has final decision-making authority on all operational issues. The GM chooses and directs a management team to assist with operations. The year-round management team consists of volunteer back-up managers and all management employees. During the period of Main Camp the GM or their designee may temporarily suspend, replace, or remove staff, coordinators, performers or booth persons subject to further review. The GM may temporarily suspend staff and coordinators at other times during the year subject to further review. The GM may remove visitors from the site at any time. The GM or their designee resolves disputes on-site between affected persons or makes other means of mediation/resolution available. The GM may close the Fair for public health and safety, weather, and financial reasons but must convene the BOD as soon as possible for ratification of the decision.

Essential Job Functions
The GM is charged with financial oversight of the OCF. Duties include negotiation and administration of all contracts as well as overseeing grant
opportunities for the Fair and community partners. The GM may also write and administer grants. If one or more people are contracted to write grants the GM will oversee them and their work. The GM oversees and helps coordinate OCF philanthropic programs. The GM will make prudent decisions on deviations from approved budgets to meet crisis situations as necessary. The GM may spend up to $3000.00 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 GM has the authority and responsibility to initiate examination of operations, structure, and process, make policy recommendations, and implement solutions and/or improvements. The GM has the authority to make operational changes as needed. Consultation with affected parties is preferred. It is the GM’s responsibility to implement OCF bylaws, guidelines, and BOD policies. In some cases the GM may make operational decisions on issues not defined by OCF bylaws, guidelines, BOD directives, or other written documents. The GM will oversee development and distribution of guideline changes affecting operations. The GM will oversee the development and maintenance of a manual of existing and new operations procedure and policy. The GM is responsible for coordinating the review and evaluation of OCF-sponsored programs. The GM will provide oral and written reports for monthly BOD meetings.

The GM will facilitate and delegate operational duties with employees and volunteers. The GM or their-designee is responsible for communications with public agencies, including but not limited to, local government, police, fire and health. The GM or their designee is the spokesperson for anything regarding the OCF. In all communications, the GM will reflect the goals, values, and policies of the organization. The GM is proactive and involved with community relations including overseeing liaisons with neighbors, public officials, and community organizations. The GM or their designee represents the OCF in community organizations.

The GM will develop, administer, and reconcile the GM’s budget, prioritizing for health and safety. The GM will develop budgets with the Operations Manager, Site & Facilities Manager, Administrative Assistant, and Youth Program Director, assist in the administration of these budgets, and oversee the budgets of all other crews. The GM will maintain lines of communication with coordinators, standing committees, and Fair membership as well as help facilitate a Fair-wide network of communication. The GM will prepare an annual management report. The GM will attend all BOD, Budget, Personnel, and Financial Planning committee meetings as able.

The GM or their designee is the Main Camp Coordinator and will coordinate and assist all crews with the administration of budgets, policies, problem solving, and task completion. The GM will develop and coordinate the event management team, manage and disperse operational funds, and schedule and
facilitate operational meetings. A temporary residence on site is required for the
duration of Main Camp.

The GM will primarily work in an office environment that includes business
television systems, copiers, fax machines, voice mail, computer printers, and
other 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. Participation in work parties that include physical labor may
be expected. 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
- Ability to develop and implement systems for effective year-round
  operations
- Experience working for a non-profit board of directors
- Employee supervision, management, and evaluation
- Experience working with and motivating large groups of volunteers
- Financial management
- Experience writing, managing & administering grants
- Public and community relations
- Marketing and advertising
- Program development
- Workplace systems management, analysis, and complex problem solving
- Skilled in conflict resolution, crisis management, mediation, and cultural
  competency
- Strong interpersonal skills; ability to work effectively with others,
  including diverse communities
- Ability to maintain paper and electronic systems
- Knowledge of workplace health and safety issues
- Ability to act quickly and effectively in an emergency
- Familiarity with state and federal employment law
- Awareness of environmental concerns and issues
- Knowledge of state and county building and land use management
  planning guidelines
- Strong oral and written communication skills including public speaking
  skills
- Knowledge of basic math and budgeting skills
- Demonstrated proficiency with word processing, database, spreadsheet,
  accounting, and presentation software programs
- Must be physically capable of performing required tasks or must be
  physically capable of performing essential duties required, after
  reasonable accommodation of any disabilities
Education And/Or Training
A four year degree or higher in an appropriate discipline is strongly encouraged.
Experience adequate to fulfill the essential job requirements.
Three years relevant financial management experience.
Three years of relevant experience in a business or non-profit work environment preferred.