

Oregon Country Fair Position Description

Position Title: Executive Director
Classification: Exempt, full-time
Reports to: Board of Directors
Salary Range: \$95,000 - \$115,000

Position Purpose:

Under the direction of the Board of Directors, the Executive Director (ED) provides strategic direction and leadership of the Oregon Country Fair (OCF), ensuring effective management and operations that advance the organization's mission and goals.

Responsibilities:

1. Play a lead role in OCF strategic planning efforts, in collaboration with the Board and other stakeholders; lead annual operational planning, and manage performance to meet goals and plans.
2. Set clear direction and expectations for staff, foster a high-performing team culture and ensure that the organization has the capacity it needs to deliver on plans.
3. Develop the annual budget, in collaboration with the Treasurer(s) and others; oversee management of financial/accounting operations, and ensure appropriate controls and use of funds.
4. Ensure that OCF has a sound policy framework, which is updated periodically, and that the organization is compliant with its policies, contracts, legal and regulatory requirements.
5. Oversee the planning and management of events, and related operations and programs, as well as periodic evaluation of these and associated improvements/change efforts.
6. Ensure that OCF has the management and administrative systems needed for efficient and effective operations, and initiate efforts for improvements as needed.
7. Oversee the management of OCF facilities and site, related uses, maintenance, and plans.
8. Guide and manage fundraising and revenue generating initiatives, maintaining existing streams of revenue and developing new sources.
9. Develop and advance diversity, equity and inclusion in OCF policies, practices, and programs, and foster a welcoming and positive culture of engagement and volunteerism.
10. Serve as a spokesperson for OCF, oversee communications, marketing and outreach, and build and nurture strong relationships/partnerships within the membership and broader community.
11. Report regularly to the Board of Directors, support Board and Committee development and operations, and perform other duties as assigned by the Board.

Qualifications:

- 8 years of relevant leadership and management experience.
- Demonstrated skills in leading, mentoring and supporting staff, and building effective teams.
- Skills in financial planning, management and oversight.
- Excellent interpersonal and relationship-building skills.
- Commitment and experience needed to support OCF's diversity, equity and inclusion efforts.
- Excellent communicator, who is an effective public speaker and writes well.
- Experience formulating strategies, plans, and priorities, and accomplishing these.
- Nonprofit experience, including working with an engaged board of directors.

Other Requirements:

- Flexibility to work evenings and weekends, to attend meetings with volunteers in assorted locations.
- Expected to maintain a temporary residence on the Fair site from the Saturday before through the Monday following the three-day event.

Approved: April 6, 2021