



Winneshiek County Agricultural Association Business Manager Job Description

JOB OVERVIEW

Job Title: Business Manager

Location: Decorah, IA

Employment Type: Part time to possible Full time

Pay Range: will be based on experience

Reports to: Winneshiek County Fair Board

JOB SUMMARY

Under the direct direction of the Winneshiek County Fair Board, the Business Manager is to manage all aspects of the fairgrounds operations. This includes activities held at the fairground, facilities operation and maintenance, marketing of the fairgrounds year-round, marketing the annual County Fair, promotion and support of the fairgrounds events. Serves as an auditor, ensuring that invoices are accurate and that proper accounting procedures are followed to reflect the receipt of payment for goods and services completed by the organization. Responsible for the receipt of an account of funds being paid to the organization, including all fundraising transactions. Ensures all proper licenses, permits, tax forms, and financial forms are filed with appropriate authorities. Manages all fundraising, sponsorships, and revenue strategies. Functions as the point person for the Winneshiek County Fair with fair patrons and external organizations.

DUTIES AND RESPONSIBILITIES

- Actively seek new sponsors, as well as, maintain mutually satisfactory relationships with existing sponsors through face-to-face contact throughout the entire year.
- Write grants for the Winneshiek County Ag Association.
- Ensure all proper licenses, permits, tax forms, and financial forms are filed with appropriate authorities.
- Attends all monthly fair board meetings, district meetings held semi-annually, and the annual AIF conference.
- Will be responsible for Accounts Receivable and Accounts Payable duties, working closely with the board hired accountant to ensure they are addressed in a timely manner.

- Develop staffing requirements to ensure that sufficient volunteers are in place for any event held at the Winneshiek County Fairgrounds, including but not limited to the Fireman's Bull Bash, Winneshiek County Fair, and any fundraising activity.
- Work with committees and board members to ensure public relations and marketing is appropriate and done timely.
- Manager is accountable to the Winneshiek County Fair Board and must keep an open line of communication and report at least bi-weekly with events and any issues.
- Help promote a favorable Winneshiek County Fair image and encourage participation and/or attendance. Maintain a good working relationship with the public, town, County Governments; maintain good working relationship with the Winneshiek County Extension.
- Manage information and keep current files of vendors, sponsors, fundraising and donation records, contracts, and any special projects. Making sure all deposits and contracts are in place before activities happen.
- Must be able to be present on the Fairgrounds or within close vicinity at all times during the operating hours of the fair.
- Respond to the 563-419-1902 telephone and businessmanager@gmail.com year-round and correspond to all inquiries and messages in a timely fashion; within one day of receipt shall be the normal standard. All postal mail, email and telephone messages must be checked frequently, if not on a daily basis.
- Maintain a positive attitude and give support to all participants at the Winneshiek County Fairgrounds.
- Have an annual evaluation with the Fair Board.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to conduct activities walking, standing, and sitting.
- Ability to establish and maintain effective working relationships with volunteers, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to work both indoors and outdoors and potentially in varying weather conditions.
- Ability to grasp and manipulate office equipment and similar other tools and materials.
- Ability to conduct activities involving stooping, kneeling, bending, crouching, crawling, twisting, climbing, and reaching. These activities are minimal but may be required for job completion.
- Ability to participate in routine conversation via telephone and to distinguish telephone, voice, and other auditory tones.
- Must be efficient with Microsoft software.
- Must be efficient or familiar with Social Media platforms.