



## **WINNESHIEK COUNTY FAIR BUSINESS MANAGER JOB DESCRIPTION**

The Business Manager, under the direct guidance of the Winneshiek County Fair Board, will manage specified aspects of the fairgrounds. These duties will include marketing the annual county fair as well as managing all fundraising, sponsorship, and revenue strategies.

The business manager will also be responsible for having all proper licenses, permits, and legal documents filed with appropriate authorities in a timely fashion. Marketing of the fair and its activities will also be their responsibility under the guidance of the fair board.

### **DUTIES AND RESPONSIBILITIES**

- Attend all monthly fair board meetings, district meetings held semi-annually, and the annual AIF conference.
- Write grants for the Winneshiek County Ag Association
- Oversee and manage the Fair Sponsorship Program. This will entail contacting existing and new Sponsorships in a timely fashion as well as doing follow-up to those clients to ensure proper paperwork and payment have been received by deadlines as established by the Fair Board.
- 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 Winneshiek County Fair, Bull Bash, and other events and fundraising activities at the fairgrounds.

- Work with all committees and board members to ensure public relations and marketing is appropriate and done in a timely fashion.
- Is accountable to the Winneshiek County Fair Board and must keep an open line of communication to the Fair Board.
- Help promote a favorable Winneshiek County Fair image and encourage participation and/or attendance. Maintain a good working relationship with the public, town, county government, as well as maintain a good working relationship with the Winneshiek County Extension.
- Manage information and keep a current file of vendors, sponsors, fundraising, and donation records, contracts, and any specific projects. Making sure all deposits and contracts are in place before events happen.
- Must be able to be present on the Fairgrounds or within close proximity at all times during the operating hours of the fair.
- Respond to the 563-419-1902 telephone & [businessmanager@winneshiekcounityfair.org](mailto:businessmanager@winneshiekcounityfair.org) year-round and correspond to all inquiries and messages in a timely fashion. 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 or representatives of respected board.
- Other duties as assigned.

This contractual agreement will be reviewed on an annual calendar basis.

If interested or have questions, please contact Fair Board President, Mark Steffens

[markster@neitel.net](mailto:markster@neitel.net)

563-380-4017