

## Alaska State Fair Board of Directors Announces Search for CEO



Alaska State Fair located in Palmer, approximately 40 miles north of Anchorage is a 501 (c) 3 private corporation with a membership base and draws over 300,000 attendees over 14 days ending on Labor Day. It subscribes to the Carver Model of Governance. The CEO reports to a seven-member Board of Directors.

**Minimum Qualifications:** Accredited college/university bachelor's degree, emphasis in Business disciplines, agriculture, education or the arts and/or minimum of 5 years' experience managing large public events facilities. Must have broad

based knowledge of various components required in comprehensive event and/or venue management and demonstrated success developing and managing event-based budgets.

Position is Exempt, Full-Time. Salary negotiable, DOE. Finalists subject to background and credit rating checks.

Send cover letter and resume to: [bod@alaskastatefair.org](mailto:bod@alaskastatefair.org) For any additional information, reach out through [bod@alaskastatefair.org](mailto:bod@alaskastatefair.org)

### Employment Details

**Purpose:** Oversee the management of the Alaska State Fair a 501(c)(3) Organization.

**Reports to:** The Board of Directors

**Supervises:** All staff in their assignments and duties.

**Additional Qualifications:** Demonstrate strong leadership and written and verbal communication skills. Experience managing both paid staff and volunteers as well as developing and managing budgets. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, and negotiation techniques.

**Confidentiality:** High degree required in all personnel matters and all executive session business.

**Areas of responsibility include but are not limited to:**

- Prepare a CEO report and attend all regular meetings of the Board of Directors.
- Enact Board policies in the daily operations of the Fair.
- Establish and enact capital and operational plans and budgets.
- Apprise Board of the financial status of the organization, progress towards meeting organizational objectives, progress on the capital and operational plans, member concerns and current industry trends.
- Supervise staff, provide work assignments, review progress, and evaluate work. Advise and assist employees as necessary and provide training and development to meet work priorities and staff enhancement. Select, hire, promote and discipline employees as necessary.
- Approve and direct expenditures within the limits of the Board approved budget.
- Represent the Fair as its Chief Executive Officer in all interactions with other organizations, individuals, the public and local and State government.
- Provide Comprehensive leadership during the annual fair, acting as emergency liaison, supporting staff, and addressing issues as they may arise.
- Promote good community relations through active involvement and speaking engagements.
- Maintain contact with key sponsors to help ensure sponsor consistency and satisfaction.
- Serve as key contact to the Carnival operator, including meetings and contractual negotiations.

**Environment:** The work is performed in an office environment on the beautiful Alaska State Fairgrounds. Work outdoors and frequent field trips to off-site locations will be required. On occasion the CEO will be required to work evenings and/or weekends and holidays, extensively during the annual fair.

The Alaska State Fair is committed to a work life balance where flexibility and accommodations are promoted and facilitated.