

<b>Job Title:</b>	Executive Director	<b>Date created:</b>	October 1, 2008
<b>Reports To:</b>	Board of Directors	<b>Last date modified:</b>	October 1, 2018
<b>Salary Range:</b>	Commensurate with Experience (We are currently researching the appropriate salary range )	<b>FLSA Classification:</b>	Salaried Exempt
		<b>Position Type:</b>	Regular
<b>The Executive Director (ED)</b> is the lead management position for the Oregon Country Fair (OCF), a 501(c)(3) non-profit corporation. The ED works under the direction of the Board of Directors.			
<b>OCF Employee Job Description Documents:</b> The OCF employee positions and job descriptions represent a framework or matrix of roles and responsibilities within the complex and multifaceted culture of the organization. The ability to delegate to applicable employees and volunteers ensures that essential functions are fulfilled.			

**MISSION** *The Oregon Country Fair creates events and experiences that nourish the spirit, explore living artfully and authentically on Earth and transform culture in magical, joyous and healthy ways.*

**EXECUTIVE DIRECTOR POSITION** The ED is appointed by, and serves at the will of, the Board of Directors. The ED has primary responsibility for executing the activities and programs of the organization in accordance with the adopted policies established by the Board.

The ED manages planning, finance, marketing, resource development, personnel, office, systems infrastructure, public and community relations and other responsibilities as required. The ED works with the Board and with Board committees and leads the employee team.

The Board has the responsibility for hiring the ED, will evaluate the ED annually and determine any salary changes. The ED's employment may be terminated by the Board if necessary.

### ESSENTIAL DUTIES

#### BOARD OF DIRECTORS

- Works with the OCF Officers, Board, and Board committees to fulfill their governance function.
- Provides regular and transparent communication to the Board relating to the ongoing affairs of the corporation and alerts the Board to any organizational compliance issues. Provides oral and written reports for monthly Board meetings and a written management report for the annual membership meetings.
- Supports development of impactful Board committees, Board recruitment and leadership succession and individual roles to maximize effectiveness of the Board as a governing body. Identifies and communicates training opportunities for Board members and assists with new Board member orientation.
- Participates in all Board meetings and ensures Board committees have employee support.
- Facilitates communication between the membership and Board of Directors.
- Provides vision and leadership to Board and employees, governance volunteers and membership in co-creating and updating a strategic plan.
- Assists in the development of Board policies and develops written procedures for the implementation of

adopted policies with input from relevant stakeholders such as staff, volunteer management, coordinators, and booth people, where necessary.

- Provides support for OCF philanthropic programs.
- Works with the Board and Board Committees and with the Site and Facilities Manager to advise the Board on the optimum use of the OCF land and buildings. Ensures permits are approved for all construction and land use.

## **EMPLOYEE LEADERSHIP AND MANAGEMENT**

- Oversees the efficient day-to-day implementation of the year-round operation of the organization by effectively supervising and empowering staff. Has overall responsibility for all events and programs.
- Uses a participatory management style to establish and enhance a collaborative organizational culture that is consistent with the organization's stated mission, vision and values without relinquishing final decision-making responsibility. Leads a high-functioning staff team to develop and maintain a climate that attracts, retains and motivates a diverse staff of top quality people. Encourages open communication, proper training and development, appropriate recognition and appreciation and proper work/life balance.
- Hires all regular employees. Develops a hiring taskforce to interview and select a qualified individual for any open regular employee position and ensures that those on the taskforce have expertise and knowledge in the area for which the employee is being hired. For positions with significant interaction with membership stakeholders, those stakeholders will be represented on the hiring committee. For senior positions, two Board members will be on the hiring task force. Where the position has an immediate supervisor other than the ED, the ED may delegate to that supervisor the lead in managing the hiring process. Temporary employees will be hired, supervised and if necessary placed on administrative leave by the direct supervisor.
- Works with direct reports to set performance goals and objectives, monitor progress towards these goals and provides mentoring, coaching and guidance as appropriate. Ensures other supervisors provide effective supervision, following the same process for their direct reports.
- Conducts annual performance reviews and decides on salary raises for all employees. Ensures effective avenues for volunteers, crafters, entertainers and others with whom an employee interacts for input into the performance review process. Where the position has an immediate supervisor other than the ED, that supervisor will take the lead in managing the evaluation process.
- Consults with the direct supervisor and, as appropriate, the OCF Human Resources consultant when there are serious employment issues. As necessary, places regular employees on administrative leave and consults with OCF Human Resources consultant as to next steps. After consultation with the OCF Human Resources consultant, the ED may terminate any employee.
- Ensures compliance with state and federal laws relating to paid personnel, consulting with the OCF Human Resources consultant, as necessary.

## **THE OREGON COUNTRY FAIR EVENT**

- Oversees and empowers the Operations Manager in the execution of their duties managing the Oregon Country Fair event.
- Works with the Operations Manager to ensure effective means for the Fair membership to provide input into major operational decisions and to collaborate with management in the operationalization of board policy.
- Provides support and/or consultation during the period of Main Camp\* and maintains a presence and office onsite during Main Camp.
- Participates in all fiscal and risk management decisions and meetings relating to the annual Fair and is ultimately responsible for the final decision in such matters.
- Works with the Operations Manager to ensure stakeholder input into performance evaluations of BUMs and

Coordinators and other members holding key operational roles.

- After September 1, reviews appeals to the Executive Director from individuals who have been suspended, replaced, or permanently removed from OCF property by the Operations Manager during the Fair, including volunteer staff, coordinators, performers, booth persons, or the public.
- In consultation with the Operations Manager, may close the Fair for public health and safety, weather, or financial reasons but must convene the Board as soon as possible for ratification of the decision.

## **FISCAL ADMINISTRATION AND RISK MANAGEMENT**

The ED is charged with financial oversight of the OCF.

- Works with the Treasurer(s) and Budget Committee in the creation of annual operational and capital project budgets. Works with the Treasurer(s) and Financial Planning Committee to project revenue for the following fiscal year.
- Oversees the creation of all monthly financial reports to the Board and as needed to Board Committees.
- Ensures preparation of reports for the accountant for any and all government required reports as well as the annual review and any audits.
- Ensures all contracts are executed by the appropriate employee and are consistent with OCF policies.
- Ensures best practices in the written documentation and implementation of effective internal controls and sound bookkeeping and accounting principles and works with the Treasurers and the Board to update financial policies, as needed.
- Works with the Treasurer(s) and investment advisers to manage banking, CDs, and account allocations in conformity with OCF investment policies and management needs so as to responsibly maximize the organization's return on investment of assets. Has a direct relationship with the crews that handle cash, revenue and expenditures to ensure proper fiscal oversight, good internal controls and fiscal procedures. Examples are Registration, Office Site, Admissions, Commemorative Sales and Inventory crews.
- Works with Board to establish sound risk management policies and monitors all contracts and insurance claims. Works with the Operations Manager to mitigate risk during The Fair and to ensure that all crews, entertainers and booth people involved in high liability situations are aware of, and follow risk mitigation procedures.
- Is the key contact person for orienting paid staff to benefits and for issues relating to payroll.

## **RESOURCE DEVELOPMENT**

- Is proactive in fund development, co-creating with the Board and employee, new streams and sources of monetary and nonmonetary support.
- Researches grant opportunities and manages grant programs including overseeing proposal preparation, submission, administration and reporting.
- Communicates vision and strategy to funders and community leaders, to expand, strengthen, and diversify the organization's relationships and potential funding sources.
- Works to increase the diversity of the Fair's paid staff, volunteers, crafters, entertainers and other constituencies as well as members of the public attending OCF events.
- Works to increase the health and safety of volunteers and other Fair participants to ensure they are adequately supported in fulfilling their roles and functions.

## **STRATEGIC LEADERSHIP AND COMMUNITY RELATIONS**

- Actively provides leadership and awareness of the OCF at the local, regional and national level. Builds strategic coalitions that are in alignment with the OCF mission. Fosters positive and collaborative relationships with peer

organizations, government organizations and international agencies.

- Is a powerful spokesperson in representing the organization in a manner that maintains and enhances its reputation. Is proactive in overseeing marketing and public relations for the organization.
- Cultivates the Board's role in building external visibility and effective advocacy for the organization.
- Maintains and improves effective communication channels with Board committees and the OCF membership. Facilitates an OCF-wide communication network.

## **QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- Management experience in a nonprofit organization, with at least five years of advancing responsibilities; or, six years demonstrated leadership as a governance volunteer in a nonprofit organization. Experience managing considerable fixed assets desirable.
- Proven management experience with budgets, personnel, volunteers, contractors and in overseeing and promoting events and programs
- Bachelor's or advanced degree or equivalent experience.

### **ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES**

- A participatory management style. Demonstrated ability to achieve results through relationships with key internal stakeholder groups and individuals.
- Track record of building collaborative relationships with diverse partners including local and regional government bodies, nonprofits and other external stakeholders.
- A sound knowledge of, and experience in, financial management. Knowledge of fund accounting preferred.
- Excellent listening, conflict resolution, mediation, crisis management and other interpersonal skills.
- Strong oral and written communication skills including ability to passionately engage the public in the mission of OCF.
- Demonstrated ability to analyze, design and implement effective workplace and communication systems.

### **OTHER ATTRIBUTES**

- Creative and strategic thinker.
- An entrepreneurial spirit and the ability to motivate individuals and teams to work together and to offer inspiration and ideals to our membership.
- Self-starter who can work independently on concurrent projects and meet deadlines.
- Consistency in matters of accuracy, presentation and attention to detail
- Cultural competency including the ability to work effectively with others and to promote and achieve good relations with diverse communities.
- Awareness of environmental concerns and issues and stewardship of the land
- Knowledge of state and county building and land use management planning requirements preferred.

### **OTHER REQUIREMENTS**

- A valid Oregon driver's license within three months of employment
- A satisfactory criminal background check and credit check.
- Availability to work evenings and weekends to work with Board and its committees.
- Required to maintain a temporary residence on the Fair site from the Saturday before the three-day event

through the Monday following the three-day event.

- Up-to-date computer skills including Microsoft Office Suite (Excel, Word, Outlook, Power Point) photo management (DAM), on-line storage, and DonorPerfect or similar contact management software program.

*The Oregon Country Fair is an Equal Opportunity Employer.*

\*Main Camp is the 4-5 weeks before the three day Fair when construction of the Fair is taking place. The Fair is traditionally held in July.