

CLAY COUNTY FAIR ASSOCIATION, INC. – JOB DESCRIPTION

Partnerships Director (Full-time, salaried with potential commission, exempt)

Reports to: CEO/Manager

Job Summary

Responsible for securing sponsorships and developing partnerships for all activities at the Fair & Events Center; responsible for developing and executing a comprehensive fundraising program (annual giving, major gifts, capital campaigns, legacy giving, and other giving programs) for the Clay County Fair Charitable Trust.

Essential Functions for the Fair & Events Center

- Coordinate Fair & Events Center sponsorship program, including but not limited to: identifying prospective sponsors; developing and negotiating sponsorship proposals; collaborating in the review, selection and placement of sponsors and brand experiences; activating all sponsorship agreements; preparing related agreements and maintaining records; accounting for sponsorship dollars and tracking sponsorship budgets.
- Ensure compliance with Fair & Events Center brand asset and logo guidelines.

Essential Functions for the Clay County Fair Charitable Trust

- Manage and solicit philanthropic gifts for the Charitable Trust, including but not limited to: preparing individualized proposals; directly soliciting potential benefactors; recording gifts and maintaining Trust fundraising records and documents; ensuring compliance with donor wishes; tracking fundraising budgets; organizing fundraising events.

Joint Essential Functions

- Identify and develop long-term relationships with stakeholders and community members to cultivate potential sponsorship partners and Trust donors; travel may be necessary.
- During peak activity times, work extra daily hours and periods with no days off; required to work all hours (days, nights, weekends and holidays).
- Know industry trends in regards to sponsorship and non-profit philanthropic fundraising; participate in IAFE committee(s) related to job functions
- Assist with tasks as assigned by the CEO/Manager.

Qualifications

- Bachelor's degree in communications, public relations or related field with a minimum of five (5) years of fundraising experience or equivalent combination of education and experience is preferred
- Excellent skills in customer relations, oral and written communication, and problem solving
- Strong computer skills with proficiency in MS Office programs required; experience with various donor management and sponsorship tracking software preferred
- Excellent organizational, interpersonal, presentation, and negotiation skills
- Positive attitude with ability to be a team player
- Knowledge and appreciation of the Fair & Events Center with an ability to further articulate the purpose, mission, and needs of the Fair & Events Center.

The above is intended to generally describe this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

To apply, please send a cover letter, resume, and references to info@claycountyfair.com, or visit our Administrative Offices located in the Events Center, Monday through Friday between 8:30 a.m. and 5:00 p.m. For more information, call 712-580-3000.