

## World Beef Expo Executive Director

World Beef Expo Inc. is looking for an executive director to assist their Board of Directors in successfully coordinating and operating a world-class cattle event. The position will be a salary position with commission opportunities running February 20, 2012 through February 19, 2013. Hours will range from 10 to 40 hours per week. Additional hours of work will be necessary in the months of August, September and October.

**Qualifications:** This person must possess but is not limited to the following skills:

- Communication (verbal & written)
- Detail orientated
- Organized
- Strong Computer skills
- Outgoing
- Flexible
- Leader
- Self-motivated

The following experience would be beneficial but not required:

- Large event coordination experience
- Cattle industry knowledge
- Fundraising skills
- Organizational/Board Management

### **Job responsibilities:**

Work with and report to Executive Board of Directors bi-weekly to carry out the goals and objectives of the organization. Become the face of World Beef Expo.

Work with volunteers, committee members and industry representatives to coordinate and operate a successful event.

Assist with the preparation of a \$200,000 budget and coordinate accurate tracking of all finances.

Assist with accurate record-keeping of all organizational business and administration.

Provide leadership, guidance and focus to all boards and committees.

Develop and implement a marketing strategy for the promotion and growth of World Beef Expo.

Develop an event operations plan and provide coordination to implement this plan into efficient event operations.

Communication responsibilities will include answering and returning phone calls and emails within 24 hours.

Job duties may include but are not limited to:

- Attending (in person or by conference calls) board/committee/special meetings
- Keep minutes of meetings and handle mailings
- Rules & Regulation authoring & editing
- Service contracts (judges, staff)
- Contest and competition information mailings
- Communications with all volunteers & exhibitors
- Entry information processing (assistance with this may be available)
- Special event planning
- Update the website & Face book page weekly
- Maintain the day-to-day financial books

Working with committees for:

- Advertising
- Sponsorship (solicitation & follow-through)
- Order awards & ribbons
- Trade Show vendor communications & contracts
- Media communications (press releases)

**Compensation:**

Salary will be \$1,000 per month.

Commission will be paid at a rate of 10% for all new sponsorship funds generated by the Executive Director, excluding in-kind sponsorships.

Travel expenses will be covered, with mileage reimbursed at \$0.505 per mile traveled for World Beef Expo business.

**Timing:**

Interest Letter Deadline – February 10

Interviews – Week of February 13

If you would like to be considered for the position, please send a letter of interest explaining your qualifications to:

Kim Jones  
World Beef Expo Hiring Committee  
[kim.jones@hondogroup.com](mailto:kim.jones@hondogroup.com)  
608-482-2274