

SCOPE OF WORK
GENERAL MANAGER
RICHMOND AGRICULTURAL ASSOCIATION

Candidates considering this position should be able to demonstrate the following qualities:

- o Understanding of our community and its needs
 - o Passion for our cause
 - o Willingness to commit time for board meetings, committee meetings, planning sessions, special events
 - o Team Player
 - o Previous experience in the Fair or other not-for-profit industry is considered an asset
- Salary to be determined based on experience.

Job description

Duties:

- The GM serves as the Chief Operating Officer of the RAS.
- Responsible for the day to day operations of the RAS, including office administration.
- This includes being responsible for overseeing the operations of RAS activities including the Richmond Fair and all other RAS events held throughout the year.
- Serve as the primary contact person for visitors, customers and other fair partners.
- Support and engage with the Board of Directors, report to the Board on a monthly basis, make recommendations when necessary and execute on decisions made by the Board of Directors
- Coordinate with Treasurer for all rentals and winter vehicle storage.
- Be responsible for identifying and pursuing grants and subsidies that can support priorities identified by the Board of Directors.
- Recommend the update and management of the website and other social media accounts.
- Manage employees, contractors and suppliers when necessary.
- Support sponsorship development and fulfillment.

- Manage and coordinate with Treasurer, payment of all RAS accounts with various suppliers
- Determine needs for supplies and equipment and make requests per policies for their acquisition; monitor the use of tools, and equipment to ensure adequate resources. Maintain appropriate property inventory for the fairgrounds. (i.e. equipment, office supplies, tools, etc.)
- Respond to correspondence, telephone inquiries, messages and email messages in a timely fashion; within one day of receipt shall be the normal standard. Postal mail, email and telephone messages must be checked on a frequent, preferably daily basis.
- Maintain the information systems and upgrades for the computer, internet and software to be capable of communicating or transferring data with other Fair related programs.
- Maintain good public relations at all time. Maintain good working relationships with city of Ottawa and other local government's offices and attend SEAT meetings, Ottawa Festivals AGM, District Meetings, Fair Openings & other appropriate meetings as required; and report back to the Board.
- Manage and disseminate information from the OAAS and CAFÉ, Fairs and Exhibitions. Represent the Fair Board at regional, provincial and federal conventions. Register for and make travel arrangements for the Board to attend such events.
- Evaluate insurance needs for the Richmond Fair and Fair Board and secure necessary coverage with Board approval.
- Keep by-laws and policy manual up-to-date with amendments and changes. Keep Board member contact information up-to-date and available.

Knowledge Skills and Abilities:

- Strong interpersonal and communications skills are a must. Volunteers, visitors and exhibitors are the RAS most significant asset, and the GM must be able to have positive interactions with a variety of individuals in potentially challenging situations.
- The ability to work flexible hours is a must. The GM will have to attend all Board meetings and most Committee meetings in the evenings and will be required to work extra hours prior to the Fair. During the Fair the GM must be able to be present on the grounds for extended periods.
- Possess computer literacy in MS Office Suite in a Windows environment, including the knowledge of or capability of learning all functions of the Fair database software AssistExpo.
- Ability and willingness to learn new skills as needed to support RAS operations.
- Must have financial planning experience and understanding of financial spreadsheets.

- Must provide oversight and assist the Treasurer with profit and loss statements on completion of RAS events.
- Must have a strong administration background and be organized.
- Exercise independent judgment and creative problem solving in order to satisfy primary responsibilities.