

Facility Director Position Description

Mosaic Arena - Florida's Premier Central West Florida Venue of Choice

The Arcadia All-Florida Championship Rodeo, Inc. is a 501(c)(3) non-profit organization.
EIN#: 59-2116545

MISSION: To promote the public interest in the Cowboy's role in developing the area, advocating for Central West Florida's agriculture and environment, supporting community causes, and igniting region's business and economic prosperity.

*Economic Development

*Environmental Conservation

*Student Scholarships

*Historical Preservation

*Entrepreneurism

*Cultural Enhancements

To Learn More about history, directors, and staff: <https://www.arcadiarodeo.com/the-history.html#>

Job Title: Facility Director
Reports to: The Arcadia All-Florida Championship Rodeo, Inc. Board of Directors
Salary Range: \$50,000 to \$70,000

POSITION DESCRIPTION OVERVIEW:

Serving as full-time Facility Director reporting to Arcadia Rodeo (Arena) Association Board of Directors (referred to as Directors), responsible for promotion of tourism and arena facility in DeSoto County, FL, and to that end, for development and implementation of: a marketing program, talent & vendor contract negotiations, bank/financial negotiations, assists with budget and forecasting financial responsibilities and reporting, research and discovery on arena talent trends, manage day-of-event productions and arena rentals, responsible for all facets of sponsorship fundraising, facility management, arena/grounds security, grant writing, arena venue financial productivity. Assists In carrying out the tourism marketing program and management of facilities, provides staff support to the Directors, Arena Sponsors, and other partner organizations.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the Director's need to modify position requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

1. Ensure the mission and core values of The Arcadia All-Florida Championship Rodeo, Inc. (referred to as Organization) are put into practice.

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2. Participate with the Board of Directors in developing and implementing a vision and strategic plan to guide the Organization.
3. Manage all aspects of the arena facility, security, and any future building construction projects.
4. Oversee the planning, implementation, and evaluation of the organization's programs and services. including marketing and communications efforts.
5. Assist Board of Directors in recruitment, training, mentoring, and planning of volunteers, monthly board meetings, bi-annual board retreat, new board member orientation, and board training.
6. Coordinate and engage in fund development endeavors including donor cultivation and management, grant writing, annual appeals, soliciting sponsorships and fundraising events.
7. Establish and maintain relationships with various organizations and individuals and utilize those relationships to strategically enhance Organization's Mission.
8. Assist with the financial management of the Organization (Arena) including Organization's budget.
9. Act as chief spokesperson and liaison and conduct official correspondence on behalf of Organization with members, Directors and Staff, and local businesses and organizations to foster partnership outreach, and publicity for the Organization.
10. Assist Director's Volunteer Committees in their work by maintaining contact with committee chairs and providing assistance and guidance as needed.
11. Assist in setting committee priorities and developing work schedules, monitoring progress towards goals, and tracking details, data, information, and activities.
12. Establish and maintain effective working relationships and communications with Sponsors, Government Officials, Directors, Staff, Volunteers, and Partner Organizations.
13. Performs other duties as assigned.

QUALIFICATIONS:

1. Transparent and high integrity leadership.
2. Reliable transportation.
3. Demonstrated senior nonprofit management and supervisory experience.
4. Working knowledge of bookkeeping, budgeting, advance level use for Microsoft Office Suite of Products, especially Excel Spreadsheets/Workbooks.
5. Bachelor's degree from an accredited university, and/or 5 or more years' related experience and/or training; or equivalent combination of education and experience. Higher education experience preferred.
6. High level strategic thinking and planning. Ability to envision and convey the organizations strategic future to staff, volunteers, Directors, and donors.
7. Demonstrated success in fundraising by cultivating, soliciting, and stewarding donors, as well as, grant writing.
8. Previous experience in establishing relationships with individuals and organizations of influence: including funders, partner agencies and volunteers. Ability to work collaboratively with the Board of Directors.
9. Ability to work with diverse programs and events.
10. Capacity to work on weekends and manage day-of-event logistics.
11. Track record of maintaining a productive and positive organizational culture.

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12. Speak, listen, and write in a clear thorough and timely manner using appropriate and effective communication tools and techniques.
13. Commitment to the mission and goals of The Arcadia All-Florida Championship Rodeo, Inc. (Organization)

GENERAL PERFORMANCE STANDARDS:

1. **Physical Demands:** The physical demands must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made from time-to-time. While performing the duties of this job, the employee is routinely required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk long distances, climb or balance, stoop, kneel, crouch, or crawl and taste or smell, and lift 25 to 30 pounds without assistance.
2. **Grooming and Appearance:** Organization's employees are expected to always maintain a neat and professional image. When issued, Organization's personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
3. **Safety Awareness:** Organization's employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.
4. **Attendance Standards:** Organization's employees are expected to always attend their work assignments and schedules, in accordance with Organization's Rules and Procedures.
5. **Training:** Organization's employees are expected to attend Organization-provided training sessions and meetings when deemed necessary.
6. **Continuous Improvement:** Organization's employees are expected to give attention to continuous assessment and improvement of the position's assigned set of duties and responsibilities.

APPLY - SEND RESUME TO PAT LINDSAY VIA EMAIL:

Pat Lindsay, Office Manager, Arcadia All-Florida Championship Rodeo, Inc.

Office Phone: (863) 494-2014

Toll Free: 1-800-749-7633

1. Coverletter to include salary requirements and why you are ideal candidate for this position.
2. Resume
3. 3 References
4. Certificates, license(s), or awards earned.