



Announcing an Outstanding
Career Opportunity for
Chief Executive Officer

Apply by January 2, 2020



Oregon State Fair & Exposition Center

The Oregon State Fair is the official state fair of the State of Oregon. The Fair takes place every August-September at the 185-acre Oregon State Fairgrounds located in north Salem, the state capital, as it has almost every year since 1862. Salem has a population of approximately 155,000 and is the capital of State of Oregon, and the county seat of Marion County. The City of Salem is centrally located within the state and is only one hour away from the Oregon Coast and the Cascade Mountains. It is located in the center of the Willamette Valley alongside the Willamette River, which runs north through the City. The river forms the boundary between Marion and Polk Counties. The metropolitan population is approximately 396,000, the state's second largest. Salem was founded in 1842, became the capital of the Oregon Territory in 1851, and was incorporated in 1857.

The State of Oregon is the largest public employer in the city, and Salem Health is the largest private employer. Transportation includes public transit from Salem-Keizer Transit, Amtrak service, and the Portland International Airport which is one hour north of Salem. Major roads include Interstate 5, Oregon Route 99E, and Oregon Route 22.



The Organization

In 2006, responsibility for running the Fair was delegated to the Oregon State Parks and Recreation Department (OPRD).

In 2013, the Oregon Legislature passed Senate Bill 7, and was signed into law by Governor John Kitzhaber establishing the State Fair Council (Council), as a public corporation that has full authority to run the Oregon State Fair & Exposition Center (OSFEC). The Council assumed care, custody and control of OSFEC on January 1, 2015. Current fair dates are eleven days ending on Labor Day. Fair attendance is 300,000+, with additional other events of approximately 275,000 annually.

The State Fair Council is a governmental entity performing governmental functions and exercising governmental powers

but is not a unit of local or municipal government or a state agency. The Council has created a new, sustainable business model for the Oregon State Fair & Exposition Center, and Council Members have the authority to execute a nimble business strategy that can capitalize on sponsorships, rapidly changing market conditions and streamlined contracting and employment practices.

The Council also includes two non-voting legislative representatives, Senator Arnie Roblan and Representative Mike Nearman, and an advisory member, Steve Powers, Salem's City Manager. The current policy-making body for the Council consists of 10 Council Members who were appointed by the Governor to serve staggered four-year terms. The Council jointly establishes policies and empowers a State Fair Director (Chief Executive Officer), and his/her professional staff, to implement their decisions.

The current Council Members include:

Jon Chandler, Chair

Kevin Cameron, Vice Chair

Vicki Berger

Loyal Burns

Gene Derfler

George Jennings

Dayna Jung

Austin McGuigan

Leah Perkins-Hagele

Craig Smith

Rep. Mike Nearman

Steve Powers

Sen. Arnie Roblan

The State Fair Council desires:

- Accomplished Leader
- Experienced Executive
- Effective Communicator
- Independent Thinker
- Vision to the Future



The Ideal Candidate

The Oregon State Fair Council desires an accomplished and experienced executive for this position with the following:

Qualifying Experience & Education

- Five to Seven (5 to 7) years' experience in an executive management position;
- Experience working with a board of directors with preference shown for work with a not-for-profit, non-profit, or governmental entity;
- A four-year college degree from an accredited college or university is preferred; or any combination of equivalent experience; and
- Management experience with a fair, festival, or major event hosting more than 100,000 people in attendance.



Core Competencies

- Understanding of the practices and principles of fair or other event management, including leadership in implementing plans for an annual fair and expo events;
- Skill and experience in attracting and developing business for an event center in a competitive environment;
- Ability to form, build, and maintain key business relationships including the agricultural community;
- Leadership in strategic planning/implementation, including teamwork, collaboration, and consensus planning;
- Competencies in public relations, human resources, organizational restructuring, finance, and business development including capital project planning, land use, and master plan development, financing and implementation;
- Ability to communicate effectively with a board of directors and create and deliver presentations with a passion to promote the organization with multiple communities across the state, including the public and government entities at local and state levels, and industry associations;

- Supervisory skills in fairgrounds operations with an ability to lead with diplomacy, inclusive communication, and positive motivational strategies; and
- Ability to exercise independent initiative and professional judgement to solve complex problems and accomplish desired goals and objectives.

Essential Duties

- Carry out the mission and vision of the Oregon State Fair & Exposition Center as well as the policy directives as prescribed and established by the Oregon State Fair Council;
- Provide leadership and direction to the staff for the purpose of increasing revenue and promoting business development to ensure that the Oregon State Fair & Exposition Center promotes and achieves financial self-sufficiency;
- Provide leadership in the successful development and implementation of a strategic business plan for all business units, including the annual State Fair and the Expo Center;
- Develop and implement the Council's master plan for the facilities and grounds;
- Provide leadership in Council policy development and Council Member responsibilities, and serve as the lead communicator with the State Fair Council;
- Responsible for the annual budget for the Oregon State Fair & Exposition Center; oversee all accounting operations; monitor and approve expenditures; review all bank statements; prepare regular, periodic, and timely financial statements including year-end reports;
- Represent the Council's interests with the public and other community and governmental organizations, the state legislature, business organizations, the agricultural community, the media and industry associations;
- Review and analyze the overall operations of the facility; identify areas to increase effectiveness, efficiency, and safety; make recommendations for improvements; supervise and hire staff; and the implementation of agreed upon action steps;
- Responsible for the administrative functions including the supervision of contracting, procurement, and human resource functions of the organization;
- Develop and implement plans for the maintenance and repair of the fairgrounds and related facilities while identifying and prioritizing all needs; ensuring compliance with all statutes and regulations including insurance and security, as well as health and safety and building codes;
- Create a motivational work environment in which employees at all levels are inspired to achieve excellence; and lead by example.

The Chief Executive Officer should be available for evening and weekend events to perform personally at the highest job level; and to participate in a variety of community activities and organizations around the state.

In summary, the Council is seeking an energetic individual to employ a team approach to problem solving and be proactive in addressing issues. The new Chief Executive Officer will have many opportunities to excel in this new and often challenging environment.

All qualified candidates are strongly encouraged to submit career credentials for review and consideration and to visit the Oregon State Fair & Exposition Center and Council at its web sites oregonstatefair.org, oregonstateexpo.com, and oregonstatefaircouncil.org.

Review and Evaluation of Experience and Education

Candidates should be aware that the Council reserves the right to determine the best combination of education and experience required for this position.



Compensation

A competitive compensation package including a salary and bonus (\$125,000 to \$150,000) is offered for the position and placement within the range will be based on the candidate's qualifications, and experience. The benefit package offered by the Oregon State Fair Council includes:

- Retirement
- Automobile allowance
- Health plan
- Annual Leave/Vacation and Sick Leave
- Life Insurance



To Apply

This is a confidential recruitment process and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. The first review of resumes will begin shortly after the closing date of January 2, 2020.

Electronic submittals are strongly preferred via email to apply@oregonstatefaircouncil.org and should include a compelling cover letter, comprehensive resume, and five (5) professional references. Candidates should be aware that references will not be contacted until mutual interest has been established.

The Council's Executive Committee will review all qualified individuals and will be involved in selecting candidates for the on-site interview and evaluation process. Candidates may be asked to complete a series of written responses for further consideration and review by the Council. In addition, in depth backgrounds and verifications will be conducted on the top candidates. Following this comprehensive evaluation, the top candidate(s) will be presented to the Oregon State Fair Council for final consideration, candidate selection, and appointment. Ideally, the new Director/Chief Executive Officer will join the Oregon State Fair & Exposition Center in Salem, Oregon in March, or at a mutually agreeable date.

If you have any questions or would like to discuss the opportunity further, please contact Mr. Michael Paluszak at mpaluszak@oregonstatefaircouncil.org or (971) 701-6563. Confidential inquiries are welcomed.

The Oregon State Fair Council is an Equal Opportunity Employer