

Job title	ROCHESTERFEST EXECUTIVE DIRECTOR
Reports to	Celebration of a City Board, a non-profit entity

Job purpose

- This position oversees the annual Rochesterfest event
- The Executive Director works with the Celebration of a City Board to assure that Rochesterfest is financially sound

Duties and responsibilities

- The Executive Director is responsible for preparing an annual budget for Board approval
- The Executive Director will have basic accounting responsibilities including signing checks, bill paying, record keeping
- The Executive Director is responsible for fundraising for the festival
- The Executive Director is responsible for drafting and securing all necessary contracts for the festival
- The Executive Director will assure all permits, license and insurance are secured for the festival
- The Executive Director will conduct regularly scheduled meetings, typically monthly, with the Board
- The Executive Director will provide written reports as deemed necessary by the Board

Qualifications

- Event planning, community knowledge is preferred but not required for this position
- Position requires an independent worker with attention to detail
- Basic computer skills
- Knowledge of Quick Books is desired
- Position requires the ability to work with volunteers, event chairs and vendors

Working conditions

This is a .75 position with flexible hours. The Executive Director position is provided an office with all the necessary typical office equipment

Physical requirements

Ability to sit at a desk for extended periods, as well as perform computer work for extended periods

Direct reports

The Executive Director, upon Board approval, may hire and utilize paid temporary help during the busy period typically on or around the week of the festival

***Send cover letter and resume to director@rochesterfest.com OR mail to: Rochesterfest Board – PO Box 007, Rochester, MN 55903**
(Please submit cover letter/resume by September 3, 2019)