

OPERATIONS MANAGER

Southeast Festivals & Events Association

The Southeast Festivals & Events Association (SFEA) is a 501 (c) 6 membership-based organization comprised of festival and event planners, venues, and industry service providers. Governance is executed via a Board of Directors consisting of a Chairman, Vice-Chairman, Treasurer, Secretary and a varying number of additional Board members.

SFEA Mission: SFEA was founded in 2009 to strengthen the festival and event industry throughout the southeast United States by hosting educational sessions, networking opportunities, award recognition, and additional events throughout the year, allowing for continued professional growth within the festivals and events industry.

Position Summary: SFEA seeks to fill the position of Operations Manager who will advise and assist the Board of Directors in fulfilling their leadership, oversight, and management responsibilities. It is a part-time position responsible for delivering measurable impact to SFEA. Duties include but are not limited to membership development and platform management, financial management, contractual relationships, public relations, marketing, fundraising, sponsorship solicitation, general office duties and production of the annual SFEA conference.

Qualified candidates must have the ability to work independently, handle a wide variety of activities, treat confidential matters with discretion, and exercise good judgment in a variety of situations. Strong written and verbal communication, administrative and organizational skills, and ability to maintain a realistic balance among multiple priorities is a must.

Annually attendance of the SFEA conference week is required, as well as quarterly travel to include evening and weekend work is required as needed.

Operations Manager Position Responsibilities:

- Manage all business aspects of SFEA with the guidance and support of the Board of Directors. Provide support, analysis, and recommendations to the Board of Directors and to various committee chairmen.
- Work closely with the Board Treasurer to manage all SFEA financial accounts using general financial and accounting guidelines. The Operations Manager is responsible for preparing and processing invoices, writing all checks, and sending the Treasurer copies of all receipts. The Operations Manager and Board Treasurer will collaborate on the monthly written financial report to be presented at Board of Directors meetings for review and approval. The Operations Manager will also work with the Board Treasurer in preparing an annual budget, monitoring the budget and adhering to all budgetary constraints.
- Responsible for the tracking and reporting of the measurable growth of the Association and will: take a pro-active approach to seeking new members in the festivals and events industry; be the point of contact for all membership inquiries; process all new members and inform the Board of such; work closely with the Membership Committee to maintain existing members, renew existing

- memberships, and solicit new members; and, manage/administer the membership platform.
- Support the Conference Committee by: managing implementation of all aspects of the yearly conference; negotiating all hotel contracts and, after Board of Director's approval, executing said contracts; creating and distributing a conference brochure; and, maintaining fiscal responsibility by adhering to the conference budget.
 - Support the education committee with seminars including, but not limited to, one-day seminars, regional seminars, socials, etc. This will include: securing hosts/sites; preparing and processing registration materials; identifying sponsors; securing speakers; and, coordinating catering if not done by the host. Every effort should be made to organize two to four seminars per year.
 - Assist with the awards program by creating and distributing the award application in a timely manner, processing all applications, securing judges, purchasing awards, and helping with the award ceremony.
 - Responsible for managing overall administrative and support operations, maintaining accurate records, and ensuring regulatory compliance.
 - Maintain a remote SFEA office that is equipped with an SFEA laptop computer, printer and general office supplies.
 - Facilitate a monthly Board of Director meeting and attend all Board meetings. Supervise production of Board agendas. Send board meeting reminders to the board which include the agenda, minutes, financial reports and any other needed materials. Deliver a report to the board at each board meeting. Maintain a record of Board member rotation.
 - Update and manage the SFEA website.
 - Maintain SFEA's registration with the State of Georgia.

Minimum Qualifications/Experience: Qualified candidates must reside in one of the 12 states SFEA represents: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, or West Virginia.

- Bachelors Degree in Business (Marketing/Management/Finance) or Hospitality/Tourism desired; High School Diploma with significant experience and relevant professional certifications will be considered.
- Three to five years of administrative experience working with a non-profit Board of Directors or equivalent.
- Proficient in MS Office Suite and familiar with online membership management databases.
- Must have excellent time management skills, the ability to work independently, and have knowledge of issues pertaining to the festival and event industry.
- Must pass background checks and pre-employment tests.

Preferred Qualifications:

- Professional Certification as Festival and Event Planner (FMP) and Travel Marketing Professional (TMP) or equivalent.

Conduct:

The SFEA Operations Manager will conduct him/herself in a courteous, professional manner always. He/she will adhere to the standards of ethics and conduct of SFEA. The SFEA Operations Manager will not use foul language or make any comments regarding race, ethnicity, religious preference and sexual preference while representing SFEA. The SFEA Operations Manager will be a neutral party representing all members equally.

Compensation & Benefits:

The Operations Manager is a contracted position for which compensation and benefits are established by the Board of Directors and will be reviewed annually. The Operations Manager will receive an annual written performance evaluation from the Executive Committee once a year, or as needed as deemed by the Board of Directors. The Operations Manager will receive: a monthly salary based upon the candidate's experience; mileage reimbursement based on current IRS guidelines; and, the opportunity for a performance-based bonus based on increased membership and organizational growth if recommended by the Executive Committee and approved by the Board of Directors. Compensation for use of the Operations Manager's personal cell phone in the amount of \$500.00 will be added to the negotiated annual salary.

How to Apply & Deadline:

If you are interested in applying for this position, please email resume and cover letter to info@southeastfestivals.org with "SFEA Operations Manager Search Committee" in the subject line. Resumes must be received no later than July 16, 2021.

This description of job responsibilities is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties or other responsibilities that may be assigned from time to time.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted for the next steps in the selection process. Relocation expenses are not authorized, applicants should consider this when applying.

The Southeast Festivals & Events Association is an equal opportunity employer. The SFEA supports equal employment opportunities for all persons without regard to race, color, religion, sex, national origin, age, veteran status, or any other status protected by law.