



## KANSAS JUNIOR LIVESTOCK SHOW Director of Livestock Show & Events



The **Kansas Junior Livestock Show (KJLS)**, one of the premier livestock shows in Kansas and the region, is seeking an individual or team to serve as Director of Livestock Show & Events. KJLS is a tax exempt 501(c) 3 nonprofit corporation with the mission of providing a “livestock learning experience” for 4-H and FFA youth of Kansas.

**Position Summary:** The KJLS Director of Livestock Show & Events is responsible for planning, organizing, fundraising, and successfully operating the KJLS, Beefeaters and other events determined by the Board of Directors. The Director is responsible for providing the overall direction and leadership required to accomplish goals established for the organization. The Director is expected to work independently with minimal direct supervision but will execute the policies established by the KJLS Executive Committee and the KJLS Board of Directors. They will report directly to the Board President and the Executive Committee. This position is remote with the expectation to be in-person for KJLS and Beefeaters planning and execution as well as in-person Board meetings and meeting with stakeholders as needed.

### **Expected Qualifications:**

- Bachelor’s degree in agriculture or related field (preferred but not required)
- Strategic Planning and Budgeting: Proven abilities in strategic planning and budgeting.
- Fundraising and Program Evaluation: Demonstrated success in fundraising. Proficient in program evaluation.
- Communication and Teamwork: Excellent communication skills. Strong teamwork abilities.
- Leadership and Organizational Skills: History of effective leadership. Strong organizational skills.
- Attention to Detail: Thorough and detail oriented.
- Interpersonal Skills: Enjoy working with people. Outgoing personality.
- Industry Experience: Experience in the livestock industry. Specific experience with livestock shows is a plus.
- Board Management: Experience working with a volunteer board is preferred.
- Travel Required: Must be able to travel to meet needs outlined in position description. Must have valid US drivers license and be US resident

### **Duties/Responsibilities:**

- Strategic Planning and Leadership:
  - Provide visionary leadership and strategic direction to develop and grow KJLS into the premier youth leadership and livestock show in Kansas.
  - Lead the Board of Directors and Executive Committee in the development and implementation of annual and long-term goals.
- Event Organization and Management (KJLS):
  - Execute all necessary duties and responsibilities to organize, plan, and manage KJLS.
  - Oversee logistics, scheduling, and coordination of events to ensure a successful and well-executed show.

- Work with KJLS leadership to negotiate and manage all contracts, including the show facility contract
- Work towards making every facet of KJLS as educational and stress-free as possible for the animals, youth exhibitors, and their families.
- Assist the Executive Committee and Board of Directors in developing and administering KJLS policies and procedures.
- Event Organization and Management (Beefeater Barbecue):
  - Perform all necessary duties and responsibilities to organize, plan, and manage the Beefeater Barbecue associated with KJLS.
  - Ensure the barbecue event aligns with the overall goals and standards of KJLS.
- Stakeholder Relationships:
  - Establish and maintain supportive relationships with partners and sponsoring organizations.
  - Maintain a strong and supportive relationship with the event facility staff.
- Operations and Contract Labor Supervision:
  - Supervise daily operations during set-up, show time, and tear down of both the livestock show and Beefeater barbecue.
  - Direct and supervise contract labor for Show and Beefeaters support, Show Operations (State Fair employees), Audit, and IT & Computer Support.
- Volunteer and Board Management:
  - Recruit and manage KJLS volunteers who are willing to help young people succeed.
  - Recruit and manage KJLS interns.
  - Plan, organize, and lead regular board meetings.
  - Develop agendas, coordinate logistics, and ensure that meetings run efficiently.
  - Oversee and support the work of board committees, ensuring their activities align with organizational priorities.
  - Encourage board members to actively participate in committees and leverage their expertise.
  - Facilitate effective communication between board members, executive leadership, and other stakeholders.
  - Create and compile agenda, minutes, and board updates on a schedule determined by the Executive Committee.
  - Ensure timely distribution of meeting materials and information necessary for informed decision-making.
- Fundraising Activities:
  - Develop and implement strategic fundraising initiatives aligned with the mission and goals of KJLS.
  - Identify, manage and cultivate diverse funding sources, including State, county, and city appropriations; corporate sponsorships; individual donors; and foundations.
  - Cultivate and maintain relationships with corporate partners.
  - Develop sponsorship packages and collaborate with businesses to secure financial support.
  - Create and manage individual donor development program (Drovers), recognizing and stewarding contributors.
  - Actively seek and secure sponsors for KJLS awards.
  - Drive efforts to secure contributions for scholarships.
  - Oversee fundraising activities tied to specific events, such as Beefeater ticket sales.

- Financial and Budget Management:
  - Perform comprehensive bookkeeping duties to ensure accurate and up-to-date financial records.
  - Pick up and sort incoming mail related to financial transactions and correspondence.
  - Reconcile all accounts regularly to maintain accurate and balanced financial records.
  - Prepare and organize all necessary documentation for the accountant.
  - Prepare financial reports for meetings, ensuring clarity and accuracy.
  - Manage the tracking, processing and payment of all invoices and payroll.
  - Maintain an organized and systematic record-keeping system for financial documents.
  - Develop budget and monitor and track expenses against the budget.
  - Ensure compliance with financial regulations and reporting requirements.
  - Support external and internal audits by providing necessary documentation and information.
  - Identify opportunities for process improvement in bookkeeping and financial management.
  - Manage KJLS budgets to ensure expenditures contribute to the mission.
- ShoWorks Management:
  - Develop a deep understanding of ShoWorks software, including its features, functionalities, and updates.
  - Stay informed about any new releases or enhancements to maximize its potential.
  - Maintain and update the ShoWorks database with accurate and current information related to participants, exhibitors, events, and entries.
  - Oversee the processing of entries and registrations through ShoWorks.
  - Provide support to participants during the entry submission process.
  - Configure ShoWorks to align with the specific requirements of the livestock show.
  - Collaborate with ShoWorks representatives or account managers to address specific needs or challenges.
- Communications Management:
  - Develop and curate engaging content for the organization's website.
  - Ensure that the website is up-to-date with relevant information, announcements and resources.
  - Regularly update and maintain the functionality of the website.
  - Develop and execute a comprehensive social media strategy aligned with organizational goals.
  - Create visually appealing and compelling content for social media platforms.
  - Incorporate multimedia elements, such as images and videos, to enhance engagement.
  - Regularly post updates, news, and relevant content across social media channels.
  - *NOTE: Website and social media work can be executed by the Director, or they may manage another individual to complete this work. Applicants should provide clarity for how they would complete this work in their proposal.*
- Physical Considerations:
  - Be prepared for physically demanding aspects of the role, such as being able to work for up to sixteen hours per day during set-up and show.
  - Extended work hours may be required, especially during peak periods.
  - Must be able to travel to meet needs outlined in position description.
  - Must have valid US driver's license and be US resident

### **Submittal Process:**

- Qualified Applicants:
  - Applicants may be individuals, teams, or organizations.
- Credentials:
  - Applicants interested in the position are required to turn in a list of credentials. This may include resumes, CVs, cover letters, and any relevant documentation showcasing their qualifications, experience, and skills.
- Proposal:
  - In addition to credentials, applicants are expected to provide a bid, estimate, or proposal. This should outline how they intend to meet the list of responsibilities associated with the position. If the application includes more than one individual, the proposal should clearly delineate which team member will be completing which responsibilities. The proposal should include the cost of services to complete the responsibilities listed.
- Review:
  - The submitted applications will be reviewed and evaluated by a sub-committee of the KJLS Board of Directors.
  - Evaluation criteria will include the alignment of qualifications with the job requirements, the feasibility and thoroughness of the proposed approach, and any financial considerations.
- Interviews:
  - A final list of applicants will be invited for in-person interviews and presentations to assess their suitability for the position.
- Contract Negotiations:
  - The position will be under contract with the KJLS. All aspects of compensation, including rate of pay, expenses and potential incentives should be included in the initial proposal and will be negotiated with the final candidate. Must be able to travel to meet needs outlined in position description.
- Process Timeline:
  - Applications should be submitted in a single combined document in PDF format to [kjls.mgr@gmail.com](mailto:kjls.mgr@gmail.com). **Application review will begin February 26, 2024.**
  - Questions may be directed to Lacey Noterman at 620-397-1927.

***The Kansas Junior Livestock Show is committed to providing equal opportunity in contracting and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status, or any other legally protected status.***