

# **INTERNATIONAL ASSOCIATION OF FAIRS & EXPOSITIONS**

## **Membership Development Coordinator**

### **About the IAFE**

The International Association of Fairs & Expositions (IAFE) is a 501(c)6 trade organization based in Springfield, Missouri with over 1,000 members which are agricultural fairs, shows, exhibitions and expositions, along with over 600 associate members which are the businesses and individuals which provide services and products for the fair industry.

The IAFE provides education, information, advocacy, and a multi-faceted networking platform for its members and is the global lead in representing and facilitating the evolving interests and needs of agricultural fairs.

### **Membership Development Coordinator**

The desired candidate will be a self-starter with proven excellence in customer service and the ability to develop, organize and prioritize tasks. The position requires proven skills in communication with a broad spectrum of individuals via phone, email, mail and in-person meetings.

The ability to easily adapt to and understand how to utilize the various technology platforms and tools which are the infrastructure of the IAFE's management systems is a must. Examples of this technology currently in use include:

- \*Microsoft Office (Word, Excel, PowerPoint)
- \*Google Products (Drive, Sheets, Forms)
- \*Proprietary websites (three at time of posting)
- \*Online Communication (Zoom and GoToWebinar)
- \*Proprietary CMS
- \*Adobe Acrobat DC
- \*Canva

The desired candidate will have familiarity and experience with the fair industry (staff, volunteer or board member of an agricultural fair, exhibitor, etc.)

The position is available for remote work if candidate is outside of a 45-mile radius of the Springfield, Missouri headquarters office.

Individual must be legally authorized to work in the United States.

To be eligible for remote work, individual must have access to high-speed internet.

### **Essential Duties and Responsibilities**

1. Membership Development and Service
  - a. Identify and communicate membership benefits and services to recruit new members
  - b. Coordinate onboarding of new members
  - c. Oversee annual renewal process
  - d. Maintain database of current and potential members
  - e. Assessing and coordinating member benefit programs

d. Work with marketing department to communicate benefits and values with members and potential members

2. Coordinate the Association's program of Contests

The Association recognizes member excellence in several areas of their operations and encourages member participation in contests for marketing/communication, competitive exhibits, agriculture, sponsorship, and non-fair facility usage ([www.iafecontest.com](http://www.iafecontest.com))

- a. Maintain contest website
- b. Work with staff liaisons to committees involved in the various contests to ensure contests are relevant and operational
- c. Managing judging process (recruitment of judges, scoring and tabulation processes)
- d. Communication with participants
- e. Ordering and disbursement of awards
- f. Organizing Awards Show

3. Staff liaison to Committees

Entails communication with committee members; providing resources and information as needed; communicating member concerns and ideas to management; maintaining committee records and database; and recruiting committee members.

- a. Competitive Exhibits Committee
- b. Sponsorship Committee

4. IAFE Convention

All IAFE staff members are actively on-duty at the annual Convention and Trade show with a variety of assigned duties and responsibilities. Situations at live events can develop and change without notice so all IAFE employees must be willing and ready to take on duties as assigned.

- a. Ed Shed activities and area
- b. Assist with awards presentations

5. Assistant to Director of Education in presentation of webinars and other educational sessions as needed.

6. Maintain the IAFE's online Library

As with any business that is evolving and responding to an industry's circumstances and opportunities, there will be other duties as assigned

**Compensation and Benefits**

This is a full-time position, based on 40 hours per week and paid hourly (eligible for overtime).

Standard work hours are flexible, but between 7:30 a.m. and 5:30 p.m., Monday through Friday. From September 1 through December 31 the position will require 75-100 hours of overtime.

Employee benefits provided full-time employees of the IAFE after probationary period include 100% paid health and dental insurance for employee and dependents, ten paid holidays, 5 days of vacation (10 days after one year of employment; 15 days after ten years), 2 days for personal wellness per year and five sick days per year. Additionally, when authorized by Board of Directors, a simplified employee pension (SEP) provides up to 10% of an employee's annual gross salary contributed directly to the individual's personal retirement plan. Eligibility begins after the second consecutive December 31<sup>st</sup> of employment.

### **Process**

Email resume to the IAFE's President & CEO, Marla Calico, at [marlac@fairsandexpos.com](mailto:marlac@fairsandexpos.com)

\*No calls, please

\*Application process ends at 5 pm CDT, Friday, July 29

\*We seek to have the successful candidate start work on August 22