



Position Title: President & CEO
Organization: Seafair and Seafair Foundation
Terms: Full-Time, Salaried
Reports To: Chairman of the Board of Directors

THE SEAFAIR ORGANIZATION

Now celebrating its 70th anniversary, Seafair was founded in 1950 as a celebration of Seattle culture and community. As a non-profit organization, we bring the public and private sectors together to serve a unique mission: to create community, memories, and affordable, family fun for the Puget Sound region.

Each year, we produce a ten-week Summer festival featuring nearly 75 sanctioned events, reaching over two million people. The organization operates on a multi-million-dollar budget, and produces ten annual events, including the Hydroplane Race, Air Show, Triathlon, Milk Carton Derby, Fleet Week, Torchlight Parade, Pirate Run, Seafair Summer 4th Fireworks Show, Lunchtime Concert Series, and others. Currently, Seafair employs 10-12 full-time staff and seasonal contractors who coordinate over 5,000 volunteers.

Added in 2009 as a charitable 501(c)3 organization, the Seafair Foundation secures sponsorships, grants and philanthropic contributions to support scholarship and community outreach programs, such as the Seafair Women's Leadership Program, Ambassador Program, Community Events Program, Youth Education Program, Military-Community Engagement, and the Seafair Holiday Cruise for the intellectually disabled. The Foundation employs one full-time staffer and one intern.

CEO STRENGTHS & RESPONSIBILITIES

Reporting to the Chairman of the Board of Directors, the Seafair President & CEO leads a highly visible and venerable organization with a strong brand and is responsible for the leadership and management of Seafair and Seafair Foundation programs and operations.

We seek a candidate who exhibits at a minimum these primary strengths: 1) Excellent leadership, managerial, and communications skills, 2) Expertise in the planning and execution of large-scale, longstanding community festival events, 3) Leadership in building strong operational relationships across diverse community constituencies, e.g. local government, volunteer organizations, military, vendors, sponsors, et al. 4) Demonstrated experience working with non-profit organizations and associated board of directors. These strengths are translated into these primary CEO responsibilities:

- Demonstrate executive leadership with a dedication to community-minded programs and events. Establish a reputation as a decisive yet collaborative leader who is highly skilled in setting direction and creating alignment.
- Market and promote Seafair and Seafair Foundation events, programs, services, and vision to diverse groups. To do this, you must be able to communicate well and deliver engaging and effective presentations.
- Oversee, support and promote strategic development planning and activities to meet annual revenue goals for funding the festival, foundation and administrative operations.
- Meet annual operating goals, including risk management, revenue generation, expense and cash management goals, and personnel management.
- Directly supervise full-time staff, seasonal staff, and interns including Operations, Production, Sales and Marketing, Finance, and Foundation departments. Communicate organization vision and initiatives to staff to ensure successful execution of events and programs.
- Oversee recruitment, retention and management of Seafair's 5,000 volunteers, including interface with our five longstanding, self-governing "family groups"
- Support the Festival Board of Directors and Foundation Board of Directors with strategic planning, reports and analysis, and other tools necessary to guide the development and financial sustainability of the organization on financial, operational, promotional and compliance issues/opportunities.
- Maintain ongoing communication with Board members and between committees, to promote engagement, receive policy guidance, and facilitate board initiatives. Assist the Board and Nominating Committee in the recruitment and orientation of new members and provide administrative support to board committees.
- Serve as key spokesperson for Seafair, providing energy and enthusiasm for the mission and cultivating community, government, corporate and individual support. Maintain positive working relationships with sponsors, donors, local government, volunteers, civic leaders, businesses, vendors, neighborhoods, and other partners necessary for the success of Seafair.
- Pursue new business development concepts on an ongoing basis, present concepts to the Board of Directors for input and approval, and implement when appropriate.
- Pursue new fundraising concepts for the Foundation on an ongoing basis, present concepts to the Board of Directors for input and approval, and implement when appropriate.
- Must be present and highly visible at all Seafair and Seafair Foundation events, receptions, functions, and meetings.

DESIRED CANDIDATE PROFILE

- Minimum Bachelor's Degree or equivalent experience.
- Previous Seafair managerial experience is preferred.
- Experience working with a board of directors in a 501(c)4 or 501(c)3 organization and/or festival/events organization.
- Understanding, experience, and appreciation of festivals and events and the cultural, social, and economic benefits they bring to communities.

- Experience in the development, management, and presentation of business plans and operational budgets.
- Strong business development and fundraising skills and record, including the building of partnerships and alliances.
- Strong leadership, relationship management, and customer service skills.

COMPENSATION

Seafair offers a competitive compensation package and generous benefits that include a 401(k) plan and healthcare insurance.

TO APPLY

Resumes will be accepted until May 10, 2019 5PM Pacific.

Please send your resume including three references, and cover letter via email to:

Jen@seafair.com

Seafair is an Equal Opportunity Employer