



EXECUTIVE DIRECTOR

Salary Range: \$125,666 – \$201,066
FLSA Exempt
Non-Civil Service Metro Director Pay Grade DP01

Job Objective:

To ensure that The Fairgrounds Nashville complies with mandates in the Metropolitan Government of Nashville and Davidson County Charter that certain activities be conducted on the premises to include a divisional fair, expo events, flea market, and auto racing.

Leads and manages all administrative, event operations, facility maintenance, and tenant relations functions to ensure the effective and efficient oversight of The Fairgrounds Nashville

Major Job Responsibilities:

Leads change and Strategy Development

- Manages activities across The Fairgrounds Nashville campus
- Invests in infrastructure and resources to support long-term growth and sustainability
- Develops and executes short- and long-term strategic initiatives
- Demonstrates agility and responsiveness to unforeseen challenges and opportunities

Leads people

- Fosters a collaborative, equitable, and productive work environment
- Hires, trains, evaluates, counsels employees, and assigns work
- Provides guidance and resources to assist staff in achieving their individual and departmental goals and objectives

Fiscal Management and Business Acumen

- Implements best practices and manages the department towards sustainability
- Coordinates and oversees the preparation of the departmental budget
- Plans and directs capital development
- Oversees the upkeep, repair, and general maintenance of all physical assets to ensure optimal functionality, safety, and longevity



- Maximizes revenue generated to offset cost of conducting charter-mandated activities
- Ensures required policies and procedures are created, updated, and reflect best business practices

Fundraising and Development

- Develops and executes a comprehensive fundraising and revenue generation strategy to ensure long-term financial stability and growth.
- Cultivates donor relationships, corporate sponsorships, naming rights, and philanthropic investments.
- Leads efforts to generate surplus revenue that contributes to the Metro Nashville general fund, rather than operating solely at a break-even level.
- Oversees grant development and external funding proposals aligned with the mission and priorities of The Fairgrounds.

Building Coalitions and Managing Partnerships

- Maintain transparent, relevant, and timely communication with Board of Fair Commissioners, Elected Officials, Metro Departments, Contracted Partners, Clients and the community
- Engages with civic and neighborhood groups regarding community impact
- Manages tenant leases and relationships including Geodis Park/Nashville SC, FiftyForward, MarketStreet Enterprises (Mixed Use Development), and The Nashville Fairgrounds Speedway
- Manages operational contracts and relationships in support of mandates, tenant and client expectations, and financial/budgetary targets including, but not limited to, Fair Park maintenance, food and beverage services, event license agreements, pouring rights, security, medical, and janitorial services
- Builds and maintains relationships with key stakeholders to promote organizational goals

Risk Management and Compliance

- Identify potential organizational risks and ensures mitigation strategies are in place
- Maintain compliance with legal, safety, and ethical standards

Operating Metrics and Performance Management

- Establishes and reports metrics
- Adapts strategies, policies, and procedures to meet or exceed metric goals
- Evaluates event programs and divisional performance

**Supervision exercised/Supervision received:**

Supervises work of the Event Services Director, Event Services Manager – Fair, Finance Manager, Operations Manager, and Sr. Executive Assistant/HR.

Employee reports directly to the Board of Fair Commissioners, who sets departmental policy, ensures compliance with Charter-mandates, and reviews activities of the department with general direction from the Mayor, who sets the overall goals for the Metropolitan Government of Nashville and Davidson County.

Working Conditions/Physical Demands:

The work environment involves the everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

This classification works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

Education and Experience:

Bachelor's degree plus five (5) years of professional experience in an administrative, venue or event management role.

Performance Standards and Core Competencies:

Thorough understanding of government structure, functions, and operational procedures

Proficient in contemporary administrative practices and organizational management techniques

Skilled in preparing clear, concise, and comprehensive reports for various stakeholders

Competent in resource allocation and forecasting to meet both current and future organizational needs

Analytical ability to interpret complex data and support informed decision-making

Effective delegation and supervisory skills to manage staff performance and ensure accountability

Excellent oral and written communication skills

Exhibits strong problem-solving skills and agility in dynamic or unpredictable environments or shifting priorities

Adaptable, flexible, communicative, customer-focused, dependable, takes initiative, models integrity and teamwork



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