



CEO Position Announcement

Solano County Fairgrounds
900 Fairgrounds Drive
Vallejo, CA. 94589
707-551-2000

Chief Executive Officer

**Solano County Fair
Association**



The Solano County Fair Association, the nonprofit organized to conduct the annual fair and provide a year-round multi-purpose venue on behalf of the County of Solano, is now accepting applications for **Chief Executive Officer**.



It is the Mission of the Fair Association to ensure a positive experience for the public by providing a year-round multi-purpose venue that showcases and celebrates the wide variety of resources and activities available to our diverse community.

Founded in 1946, the Solano County Fair Association is a long-standing community institution dedicated to producing an annual fair and event venue that celebrates the wide variety of cultural and social interests, activities, avocations, and civic engagement of our diverse community while serving as a trusted resource and economic engine for the region.

The Fair Association has a contract with the County of Solano, to operate the fairgrounds property and has been producing the annual county fair, operating Solano Race Place, and managing the active fairgrounds as an event center for 75 years.



Annually in mid-June the Solano County Fair comes to town to honor and recognize all that is excellent about the County of Solano and its residents. Typically, a four-day fair, it features a robust competitive exhibits department, junior livestock competitions, entertainment, delicious food and beverage festival, carnival rides, and a chance for the community to gather in celebration. In 2024, the fair will celebrate its 75th anniversary.

The Solano County Fairgrounds is open year-round to accommodate the annual Fair, Youth Ag Day, the Solano Race Place, and a calendar of public and community events that stretch throughout the year.

The fairgrounds as an event center provides a unique space for everything from private social functions to large public events to outdoor festivals and expos, bringing an impressive amount of economic development to their community.



Watch • Wager • Win

The

Solano Race Place

Horse Racing From Around The World All Year Long

at the Solano County Fairgrounds • SCFair.com



The Solano Race Place, located on the Fairgrounds, is the satellite wagering facility and program operated by the Solano County Fair Association. Through the California Authority of Racing Fairs, the Solano Race Place benefits from the collaborative planning and advocacy provided through the joint efforts of other California fairgrounds involved in live horse racing and satellite wagering.

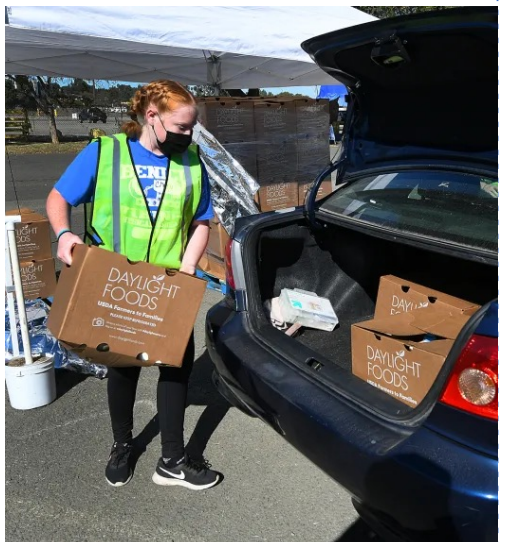
The Solano County Fairgrounds provides educational inspiration for our youth and agriculture education activities via events supported by the County Department of Education, local schools, and youth organizations. The livestock and 4H/FFA/Grange programs at the Fair support California's vibrant agricultural sector.



The fairgrounds are used by the State and County during emergencies as a refuge for the community, people and animals, and a staging site for first responder and service agencies.



On a regular basis, the fairgrounds is the home where the community becomes engaged with outreach, community service and health and safety activities. A local food bank and distribution organization, Food is Free Bay Area, is housed on the fairgrounds. During the pandemic, the fairgrounds was the largest vaccination clinic in the County.



Solano360: In June 2009, the County of Solano and the City of Vallejo unanimously approved a vision for the future of the Solano County Fairgrounds. This conceptual plan offers a mix of uses that are flexible, sustainable, and community oriented. The Solano County Fair Association, in partnership with the County, envisions the *Fair of the Future* as an integral part of Solano360 and is committed to creating “community-owned space” providing opportunity for healthy, resiliency and thriving community





The Solano County Fairgrounds is owned by The County of Solano and operated by the Solano County Fair Association, a 501(c)3 nonprofit corporation.

As home to the annual Solano County Fair, it is a vital part of the Network of California Fairs.

With an annual budget of \$3 Million, the fairground's revenue comes primarily through the Facility Rentals program, followed by proceeds from the Solano Race Place, annual Fair, and lease funds authorized by the County of Solano.

The fairgrounds serve as an economic engine for the local and state economies.





Solano County: The place for people to live, learn, work and play.....

Solano County is a special place, with its inviting mix of rural and suburban lifestyles and easy access to all the urban amenities associated with two of the nation's most dynamic metropolitan regions.

Situated midway between San Francisco and Sacramento, county residents can enjoy day trips to the San Francisco Bay area, Lake Tahoe region and the Napa and Sonoma Valleys.

Diverse, growing population.

The seven cities of Solano County (Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville and Vallejo) represent an urban-country-waterfront mix covering 906 square miles. Each community has its own personality, from blue collar to young professional, from small town to metro.



Board of Directors Core Beliefs

We believe that the Solano County Fairgrounds is meant to offer a broad variety of options and benefits to our citizens from cultural expression, entertainment, recreation, sports, shelter, and safety in times of emergency.

The Solano County Fairgrounds provides a safe, wholesome place for our community to gather, to learn, to grow and to be nourished socially, culturally and through entertainment.

We believe the Solano County Fairgrounds is accessible and affordable to most of our residents.

The Solano County Fairgrounds is the only place that gives expression to what it means to be a part of Solano County. It is the one place where the diverse elements and neighborhoods of the county come together and celebrate.

**Solano County Fair Association
Board of Directors**

- George Kennedy, President
- Norma Placido, Vice President
- Shawn Smith, Treasurer
- Lee Williams, Past President
- Director Rhonda Rochon-Smith
- Director Jeff Moorhead
- Director Deborah Dickson
- Director Manuel Angel
- Director Joe Joyce
- Director James Ballard



CEO CANDIDATE – Work and thrive in a community of great spirit, the spirit of the bay, nestled between the California Bay area, Napa, Sonoma, and Sacramento.



The *ideal candidate* will have the ability to:

- Implement the vision, direction, and strategic goals of the Solano County Fair Association, including potential SCFA goals and direction related to future County planning and development of the Fairgrounds.
- Understand the challenges and opportunities of Solano County and communicate well with community leaders, County Board of Supervisors and staff, and other government officials.
- Demonstrate effective leadership and communication.
- Successfully produce community-relevant programs, entertainment activities and special events.
- Effectively lead and develop staff, volunteers, and business partners.
- Effectively serve the board of directors in achieving the goals of the board.
- Develop and manage budgets effectively.
- Maintain sound fiscal policy to ensure financial success of the organization.
- Create and implement marketing plans and communication strategies.
- Prepare board, nonprofit and other government required documents.



The Board desires a candidate with experience in:

- Business development, long-term planning, grant writing, sponsorship development and organizational structuring.
- Oversight of organizational finances and administrative policy, accountability to budgets and policy, and development of internal systems that lead the organization to be accountable and transparent.
- Developing a work culture of creativity, collaboration, community connectivity, and responsibility.
- Production and management of events, event venues and/or fairgrounds.
- Effective communications, marketing, and public relations outreach.
- Demonstration of ethical work standards and leadership
- Experience in venue public safety, emergency response and providing safe, welcoming events that are socially and culturally relevant to the diverse Solano County Community.



Compensation/Benefits

Compensation

The wage compensation for Chief Executive Officer is based on the candidate's qualifications and experience as determined by the Board of Directors.

The current CEO salary range is:
\$105,394 to \$130,624.

Benefit Package

The benefit package offered by the Solano County Fair Association includes:

- Health, Dental and Vision Plan – Employee coverage.
- Paid Holidays (11)
- Vacation and Sick Leave
- Retirement Plan
- Travel Reimbursement
- Cell Phone Provided

To Apply

Qualified applicants are invited to submit a letter of interest and application via regular mail to:

CEO Search Committee
Solano County Fair Association
900 Fairgrounds Drive
Vallejo, CA. 94589

Or submit electronically to CEOSearchCommittee@scfair.org.

All submissions should include:

- ☐ A cover letter indicating interest in the position.
- ☐ Completed application. Application can be found at <https://www.scfair.com>.
- ☐ A comprehensive resume.
- ☐ Four (4) professional references.

The closing date for receipt of applications is Wednesday, November 22, 2023.

Selection Process

1. Application documents must be mailed or emailed to the Solano County Fairgrounds, postmarked no later than November 22, 2023. The first review of applications and resumes will begin after the closing date.
2. Upon completion of the review of applications and resumes, candidates may be asked to complete a series of written response for further review by the Board of Directors.
3. Finalists will be notified, and oral interviews will be conducted. Finalists may be included in a meet and greet with staff.
4. In-depth background checks and verifications of candidate information will be conducted. This is a confidential recruitment process and will be handled accordingly throughout the various steps.
5. References will not be contacted until mutual interest between a finalist and the Board of Directors has been established.
6. The final candidate will be interviewed by the Solano County Fair Association Board of Directors for final determination and appointment.

Ideally, the new Chief Executive Officer will join the Solano County Fair Association no later than February 1, 2024.

Requests for accommodation or recruitment information may be obtained by emailing CEOSearchCommittee@scfair.org.

