

# Assistant General Manager

**Maryland State Fair & Agricultural Society, Inc.**

 Timonium, MD

 Full-Time | Exempt

## About the Maryland State Fair

The Maryland State Fair & Agricultural Society, Inc. (MDSF) is a nonprofit organization dedicated to showcasing Maryland agriculture, education, entertainment, and community engagement through the annual Maryland State Fair and year-round events. We are seeking a dynamic and experienced **Assistant General Manager** to join our leadership team.

## Position Summary

The Assistant General Manager is a key leadership role responsible for assisting the General Manager with the overall planning, coordination, and execution of the Maryland State Fair and other events held on the fairgrounds. This position plays a vital role in daily operations, staff leadership, financial oversight, regulatory compliance, and external relations, helping ensure the Fair's continued success and alignment with its mission and strategic goals.

## Key Responsibilities

- Oversee the planning, organization, and execution of the annual Maryland State Fair and additional events
- Assist in developing operational strategies to improve efficiency and enhance the visitor experience
- Support budget preparation, financial planning, and monitoring of expenditures
- Manage contracts, including negotiation, execution, and compliance monitoring
- Oversee grant and license applications, administration, and reporting
- Ensure compliance with state and local safety, health, environmental, and regulatory requirements
- Work closely with agricultural departments regarding livestock shows, competitions, and exhibits
- Supervise hiring, training, and performance management of staff and volunteers
- Represent the Maryland State Fair at meetings, conferences, and community events
- Assist with legislative matters and coordination with lobbyists and fair industry partners
- Perform other duties as assigned

## Supervisory Responsibilities

- Oversees daily organizational operations
- Manages and supports key leadership staff within the organization

## Required Skills & Abilities

- Proven experience negotiating contracts with vendors, sponsors, and partners
- Excellent verbal and written communication skills
- Strong organizational skills with the ability to manage multiple priorities
- Strong analytical and problem-solving abilities
- Ability to manage logistics and on-site operations, including coordination with staff and vendors
- Knowledge of nonprofit operations and regulatory compliance requirements

## **Education & Experience**

- Bachelor's degree required
- Minimum of 5 years of relevant experience in nonprofit management, event management, operations, or festival coordination (large public events preferred)
- Familiarity with agricultural practices and/or community engagement required
- Minimum of 2 years of leadership experience, including budget management, staff supervision, and stakeholder engagement

## **Physical Requirements**

- Prolonged periods of sitting and working at a computer
- Ability to work long hours, including evenings and weekends during peak event times
- Ability to walk and stand for extended periods and navigate fairgrounds terrain
- Ability to lift up to 25 pounds

## **Compensation**

- **Salary Range: \$70,000-\$100,000. Salary is negotiable and commensurate with skills, qualifications, and experience.**

## **Benefits**

The Maryland State Fair offers a comprehensive benefits package, including:

- **80 hours of paid vacation annually**, accrued per pay period
- **Paid sick leave**, accrued at 1 hour for every 30 hours worked (up to 40 hours per year)
- **11 paid holidays per year**, plus **2 floating holidays**
- **Up to 5 paid professional development or community engagement days per year**, upon approval
- **Medical, dental, and vision insurance**, with approximately **70% of premiums covered by the Maryland State Fair**
- **Life insurance, short-term disability, and long-term disability coverage**
- **403(b) retirement plan** with **3% employer match**, following successful completion of a 60-day introductory period

## **Benefits Snapshot**

- Competitive salary **negotiable based on skills and experience**
- **80 hours paid vacation** annually
- **Paid sick leave** (accrued up to 40 hours per year)
- **11 paid holidays + 2 floating holidays**
- **Medical, dental & vision insurance** (approximately **70% employer-paid**)
- **Life, short-term & long-term disability insurance**
- **403(b) retirement plan with 3% employer match**

## **Why Join Us**

This is an exciting opportunity to play a leadership role in one of Maryland's most recognized and community-focused nonprofit organizations. The Assistant General Manager will help shape the future of the Maryland State Fair while working in a dynamic, mission-driven environment.

## **To Apply:**

Please send a cover letter and resume or CV to David Gordon, General Manager, at [dgordon@marylandstatefair.com](mailto:dgordon@marylandstatefair.com).