



STAR OF TEXAS FAIR & RODEO

Date Posted: August 1, 2008

Position: **Corporate Relations Coordinator**
Full time; 40+ hours per week

Company: **Star of Texas Fair & Rodeo**
9100 Decker Lake Road, Austin, TX 78724

Applications: Currently being accepted

Start Date: September 15, 2008

Salary: Commensurate with Experience/Education

Benefits: Medical, Dental, Life Insurance, Retirement, Vacation and Personal Leave

Job Description:

The Star of Texas Fair & Rodeo is a non-profit organization dedicated to *Promoting Youth Education and Preserving Western Heritage*. Held annually in the month of March, the Star of Texas Fair & Rodeo draws over 300,000 fairgoers who attend the Rodeo, Concerts, Livestock Shows, Commercial Exhibits, Carnival and other attractions. Proceeds from this event fund scholarships for young people from 254 Texas counties. Over 2,500 volunteers complement a full-time staff of 12 who plan and coordinate the Star of Texas Fair & Rodeo. The event has become the largest non-profit contributor to education in Central Texas, awarding more than \$20 million via auction proceeds, cash awards and scholarships to youth over the past 20 years. In 2008, the Star of Texas Fair & Rodeo will award over \$1.5 million to the youth of Texas!

Primary duties of the Corporate Relations Coordinator include:

- Corporate Partner Recruitment and Fulfillment
- Identify, build and cultivate a list of prospective partners
- Retention of over 100 Corporate Partners
- Activation of sponsorships including signage and promotions for all partners
- Negotiating with national corporate sponsors such as, Dodge, Southwest Airlines, HEB, etc.
- Creation of Sponsor Materials including PowerPoint Presentations, Surveys, Cover Letters
- Coordination of Select Fundraising Committees including Sporting Clay Tournament, Bullet Proof, etc.
- Oversight of Department Budget
- Data collection during annual event
- Hospitality with Corporate Partners during annual Event
- Reports directly to the Entertainment & Marketing Manager

Sponsorship recruitment and fulfillment, corporate relations, teamwork, technical writing, editing, website maintenance, budgeting, financial oversight of committees, coordination of temporary staff and volunteers;

Applicants should have experience in fundraising, sales & marketing and have a strong attention to detail. Previous career experience in the field as well as a positive, outgoing attitude is an asset. In-depth knowledge of word processing, spreadsheet and desktop publishing software programs is mandatory.

Individuals interested in a challenging and rewarding career with the Star of Texas Fair & Rodeo are encouraged to send (via mail, fax or e-mail) cover letter, resume, transcript and list of references to:

Entertainment & Marketing Manager
Star of Texas Fair & Rodeo
9100 Decker Lake Road
Austin, TX 78724
512 / 919-3000
512 / 919-3005 FAX
katy@rodeoaustin.com

Top candidates will be selected from the pool of applicants and will be contacted for interviews in the near future.