

North Dakota FFA Foundation Executive Director

North Dakota FFA Foundation Mission:

The Mission of the North Dakota FFA Foundation is to support leadership opportunities and activities of the FFA and agriculture education.

Position Purpose:

- *Provide management and direction for the ND FFA Foundation per the ND FFA Foundation Mission statement.
- *The executive director will also develop and implement the North Dakota FFA Foundation strategic, business, and financial plan which is approved by the North Dakota FFA Foundation Board of Trustees and will provide regular progress reports and updates to the board.

Expectations and Suggested Knowledge and Experience:

- *The Executive Director is a full-time employee of the North Dakota FFA Foundation.
- *The Executive Director will primarily work independently and may supervise additional full-time and part time staff and volunteers.
- *Strong organizational skills, self-initiative, and verbal and written communication skills
- *Strong interpersonal and collaborative skills with a diverse group of people
- *Sales, marketing, and/or fundraising experience
- *Basic competence in word processing, spreadsheets, and database applications
- *Experience as an FFA member and understanding of the agricultural industry preferred
- *Committed and supportive of the North Dakota FFA Organization and the North Dakota Team Ag. Ed.
- *Location: Bismarck, ND (may be negotiable)
- *Travel is required.
- *Business mileage and travel expenses will be reimbursed for all North Dakota FFA Foundation activities

Decision Making:

*This position has the freedom to work within the boundaries of the established plan of action and annual budget. There is a great deal of independent decision-making that occurs in the day-to-day operational activities that will be made by this position.

Key Stakeholders

- *Key players in the success of the foundation and this plan include, but are not limited to, the following:
 - ND FFA Foundation Board of Directors
 - ND FFA Association
 - ND FFA State Officer Team
 - ND Association of Agricultural Educators
 - ND FFA Alumni Association
 - ND Farm Business Management Association
 - ND Post-Secondary Students in Agriculture.
 - NDSU Ag Education Department

Executive Director Reports to:

- *North Dakota FFA Foundation Board

Major Responsibilities:

1) Fundraising/Marketing/Donors

- *Annual Giving
 - Solicit funds and pledges by developing grant proposals; completing applications; answering inquiries; mailing literature; assigning responsibilities and empowering and equipping Board members and volunteers for personal solicitations; and making personal visits, speeches, and promotions
 - Oversight of donor database

*Endowments

-Develop, manage, and market the ND FFA Foundation Endowment.

*Special Gifts (Planned Giving)

-Promotion and marketing planned giving.

*STAR Program

-Maintain and grow support for the STAR Program which benefits Team Ag Ed

2) Foundation Management

*Financial Management

-Develop Budget

-Manage accounting and financial reporting

-Assist with annual audit

-Maintain all state and federal reporting

*Board Relations

-Develop agendas and reports

-Provide analysis of issues and recommendations

-Assist with policy development and implementation

-Strategic planning and visioning

*Management of Team Members

-Evaluating team member performance

-Recruitment of team members for vacancies and future opportunities

-Professional development of team members

3) Advisor/Member Relations

*Promotion of ND FFA Foundation programs and funding opportunities to members and chapters.

*Representation at "Key" FFA Events

*Coordination of Communication with FFA Chapters, Advisors, and Team Ag. Ed.

4) Outside Public Relations

*Oversee the coordination of special events which includes identifying potential guests, developing announcements and invitations, making and coordinating arrangements, and supervising activities.

*Representation at outside events to promote the long term development of the ND FFA Foundation.

*Maintain and develop social media, newsletters, website, and other public relations.

Compensation:

*Salary and benefits will be commensurate with ability, skills, and experience.

Starting Date:

Negotiable

To Apply:

*Send cover letter, resume, and references to:

ND FFA Association
600 E Boulevard Ave.
Dept. 270
Bismarck, ND 58505

For inquiries:

(701)328-3185
ndffa@ndffa.org

Application Deadline:

January 6th, 2017