

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 Description:

- *The Executive Director is a full-time employee of the North Dakota FFA Foundation and reports to the ND FFA Foundation Board of Directors.
- *The Executive Director will primarily work independently and may supervise additional full-time and part time staff, contractors, and volunteers.
- *Provide management and direction for the ND FFA Foundation per the ND FFA Foundation Mission statement.
- *Travel is required. Business mileage and travel expenses will be reimbursed for all North Dakota FFA Foundation activities.
- *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.

Minimum Qualifications:

- A bachelor's degree holder or equivalent experience in a relevant field.
- A proven leader in nonprofit management, fundraising, or related sectors.
- A visionary aligned with FFA values, driven to empower youth in agriculture.
- Awareness/familiarity of the National FFA Organization purpose and mission.
- A strategic thinker with a knack for budgeting, planning, and development.
- A communicator and relationship builder.
- Adept in team leadership.
- Evidence of dedication to diversity, equity, and inclusion in working with stakeholders.
- Need to be able to lift 40lbs.

Preferred Qualifications:

- Experience in operations of similar role or non-profit industry.
- Sales, marketing, and/or fundraising experience preferred.
- Agricultural education knowledge.

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 Agricultural Education Department

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

*Endowment

-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

*Oversee the Foundation's budget, financial planning, and reporting, ensuring transparency, accountability, and compliance with relevant regulations.

*Board Relations

-Develop agenda, budgets and reports

-Provide analysis of issues and recommendations

-Assist with policy development and implementation

-Strategic planning and visioning

-Provide training for board members

*Management of Team Members

-Evaluating team member(s) 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

*Oversee and/or develop social media, newsletters, website, and other public relations

5) Special Program Management

*Oversee the application and evaluation process of various programs and scholarships