Job Description: **Executive Director**

**General Purpose**
Serve as a strategic partner for the Michigan FFA Foundation in growing and maintaining a strong fundraising program, contributing to the development of an annual operating budget, and establishing and maintaining promotional programs which assist the Michigan FFA Foundation in its mission – to *impact youth leadership development in Michigan as it related to FFA and agriscience education initiatives. Supporting leadership development, career success and self-esteem, leading to a lifetime of personal success for students across the state.* Lead the Foundation in the continual development and implementation of strategic plans. In addition, the Executive Director will work with MSU College of Agriculture and Natural Resources (CANR) in accordance with the Memorandum of Agreement.

**Role Details**
- Territory: Primarily the State of Michigan, plus targeted donor areas.
- Salary: Starting at $60,000
- Benefits: Negotiable
- Available Resources: computer, cell phone stipend, supply and resource budget, participation in professional development, travel, and work mileage.

**Preferred Knowledge and Experience**
- Minimum five years of experience with FFA and agricultural education.
- Sales and marketing or fundraising, including foundations, major gifts, direct mail, corporate campaigns, or comparable experience.
- A bachelor’s degree in agriculture, education, business, finance, marketing, communications, or a closely related field.
- Strong organizational and interpersonal communication skills.
- High degree of self-initiative.
- Ability to work with a diverse group of people.
- Knowledge of agriculture content and concepts, either through formal training, past work experience or from having an agricultural background.
- Basic knowledge of computer word processing, spreadsheet, website publishing, database applications, and some experience with graphic design.
- Committed to and supportive of the Michigan FFA and agricultural education.

**Other Qualifications**
- The Executive Director will work independently and may supervise contract positions.
- Must possess a valid driver’s license with an acceptable driving record.
- Must provide own form of transportation.
- The Executive Director reports directly to the Michigan FFA Foundation Executive Committee, with responsibility to the entire Board.
• Works closely with the Michigan FFA Association, State FFA Advisor and Executive Secretary, Michigan Association of Agriscience Education (MAAE), Michigan FFA Alumni and Michigan State University.
• Position may be based anywhere in Michigan.
• Anticipated 30 to 40 percent of time is dedicated to same-day travel, with 5-10 percent allocated to overnight travel (will vary based on location.)

Physical Requirements
• Must be sufficiently ambulatory to travel in connection with the position.
• Must be able to lift a minimum of 30 pounds without assistance.

Decision Making
Role provides the freedom to work within the boundaries of the established plan of action and annual budget, while working within the scope of applicable Bylaws. There is a great deal of independent decision-making that occurs in the day-to-day operational activities that will be made by this individual.

Core Expectations
• Develop an annual giving campaign by examining existing processes, recommending, and implementing appropriate procedures, and establishing program and reporting procedures.
• Identify, establish, and maintain a donor database for the foundation. Identify potential donors/supporters by examining past records, researching support given to other organizations, identifying grant agencies and foundations, and developing and establishing effective relationships with donors (current and future).
• Solicit funds and pledges by developing grant proposals. This will include but not be limited to meeting with all major donors to build relationships, gauge their budget cycle and identify FFA engagement opportunities.
• Answer inquiries, mail literature, assign responsibilities for personal solicitation to Board members and volunteers, and make personal visits, speeches, and promotions.
• Collaborate with Board to facilitate special events (such as Golf Outing and VIP Social) and oversee and coordinate donor recognition at State FFA Convention and State Officer Business and Industry Tour. This includes identifying potential guests, developing announcements and invitations, making and coordinating arrangements, and supervising activities.
• Continuously evaluate new opportunities for additional fundraising and implement as directed.
• Drive annual growth in contributions to each of the following areas: endowments, individual giving, and corporate donations.
• Work with MSU CANR Senior Director of Development to coordinate large gifts acceptance.
• Maintain up-to-date records in approved financial accounting programs and forward to the treasurer monthly, including records from MSU University of Advancement.
• In conjunction with the Foundation Board Treasurer, develop an annual budget to be presented to the Board three months prior to the end of the current fiscal year.
• Promote a strong, visible image of the Foundation among FFA chapters and the agricultural industry, while maintaining a focus on fundraising rather than program administration.
• Work with Communications Committee & Board to develop, print and publish:
  o Foundation annual report and impact statement to share with current and potential donors.
  o Foundation website and Foundation information on the Association webpages
  o Social media posts
- Donor newsletters
  - Participate in Team Ag-Ed strategic planning.
  - Meet with the State FFA Advisor and Executive Secretary to develop plans to communicate and execute donor visibility, recognition, and sponsor benefits.
  - Alongside Finance Committee and Foundation accounting services, oversee and coordinate tax compliance, end of year donor letters and IRS 990 form completion.
  - Work with Association staff to train and prepare State Officers to engage in partner relations activities.
  - Provide monthly list of donors to Association for thank you’s to be written by State Officers.
  - Attend the Michigan FFA Board of Directors quarterly meetings, or provide a written report if necessary.
  - Work with the Executive Committee to review updates to By-laws and Constitution.
  - Prioritize attending the following:
    - Annual FFA Alumni Meeting.
    - State FFA Convention.
    - National FFA Convention and any related state or national FFA Foundation meetings or workshops.
    - FFA Alumni Council Meetings and provide reports (goal two per year).
    - Attend and report at summer and fall PDI, as well as provide a report to the MAAE board twice a year.
    - State Career Development Events (such as Ag Skills, Poultry judging, etc.)
    - MABA Ag Club Breakfast (goal four per year).
    - At least three industry annual meetings, such as:
      - Great Lakes Crop Summit.
      - Great Lakes Fruit and Vegetable Expo.
      - Michigan Farm Bureau Annual Meeting.
      - MABA annual meeting.
      - The AgroExpo.
- In conjunction with Executive Committee & Officers, organize board activities, arrange meeting dates and locations, and establish meeting agendas.
- Join Executive Committee meetings as requested.
- Join other Committee and Task-Force meetings as requested.
- Deliver the mission of the Michigan FFA Foundation while adhering to the By-Laws and Policies and Procedures as set forth and adopted by the Foundation Board of Directors.

Application Process – Submit the following in one PDF file:
- A letter of application - maximum of two pages
- A current professional resume—maximum of two pages

Submit all application materials electronically to:
Michigan FFA Foundation Board of Directors
foundation@michiganffa.org

Posting will remain open until filled.