



Job Opening: Executive Director

Overview

Reporting to the Board of Trustees, the executive director has overall strategic and operational responsibility for the Ohio FFA Foundation's staff, programs, expansion, and execution of its mission. The executive director is responsible for ensuring ongoing programmatic excellence through rigorous program evaluation. The director is responsible for all organization fundraising by building and maintaining donor and sponsor relationships.

Responsibilities

Leadership & Management

- Ensure consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize Ohio FFA Foundation volunteers, board members, event committees, former members, partnering organizations, and funders
- Develop, maintain, and support a strong Board of Trustees: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing and new programs
- Lead, coach, develop, and retain Ohio FFA Foundation's high-performance team. Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Frequently collaborate with the Ohio FFA Association, Ohio Association of Agricultural Educators, Ohio Team Ag Ed, and Ohio Department of Education Office of Career Technical Education

Fundraising & Communications

- Expand revenue generating and fundraising activities to support existing programs and support new programs
- Deepen and refine all aspects of communications with the goals of creating a stronger brand and effectively telling the story of Ohio FFA's impact
- Use external presence and relationships to garner new partnerships solving industry and organizational challenges while advancing programs for 28,000+ students
- Create, manage and execute the organization's \$650,000+ annual operating budget and oversee the management of the organization's \$1.5 million in endowed funds

Planning & New Business

- Complete and implement strategic business plan for the organization
- Collaborate with the Ohio FFA Association staff in establishing and achieving strategic goals
- Begin to build trusted partnerships in new areas, establishing relationships with the funders and community leaders in these areas
- Be a local and national presence that communicates program activities with an emphasis on program success

Required Skills & Qualifications

- Bachelor's degree and at least 2 years of work experience that could relate to this position
- Outstanding leadership and organizational skills
- Excellent communication skills and problem-solving abilities
- Ability to be flexible and re-adjust priorities frequently
- Outstanding ability to build relationships with a variety of stakeholders
- Distinct attention to detail

Desired Skills & Qualifications

- Experience with Agricultural Education and FFA; experience with Ohio FFA programs a plus
- Experience managing and supervising people
- Experience with budget development and management
- Proficient in fundraising and developing relationships with donors

Work Environment

Full-Time Position (Hybrid work environment – Employee must report to the Ohio FFA Center in Columbus, Ohio at least 1-3 days per week, occasionally more frequently as needed for events and meetings.)

The executive director will regularly make day trips throughout the state for meetings with sponsors and donors (approximately 30-40 percent of the time.) Occasionally, the executive director will be required to make overnight trips (approximately 2-5 times per year.)

Benefits

- Full-time employee benefits include:
 - 20 paid days off per year, plus holidays
 - Eligible for up to a 6 percent match into the retirement plan
 - Paid maternity/paternity leave available
- Laptop provided for work-related use
- Insurance stipend and cell phone reimbursement available
- Reimbursement for business related travel
- Salary is negotiable based on experience and skills. Salary range is \$72,000 - \$87,000.

Applications

Interested applicants should send their cover letter, resume, and references to foundation@ohioffa.org by August 11, 2023. Questions regarding the position should be directed to foundation@ohioffa.org email. Review of candidates will begin as applications are received.