



JOB POSTING MEMORANDUM

Released December 22, 2017

The Tennessee FFA Foundation, Inc. is seeking qualified applicants for the position of Development Coordinator.

The Development Coordinator position is a full-time salaried position within the Foundation. The focus of this position is on assisting the Executive Director with stewardship and program development. For a complete explanation of the role see "Position Description" attached.

Interested applicants should submit a letter of application, current resume and any letters of reference (optional) by January 19, 2018. All materials should be sent to:

Mrs. Kelsey Rose
Executive Director
Tennessee FFA Foundation, Inc.
Box 5034, TTU
Cookeville, TN 38505

Should you have any questions about the position or the application process, please contact Executive Director Kelsey Rose at 931-372-6029 or kelseyrose@tnffa.org.



POSITION DESCRIPTION

Released December 22, 2017

POSITION TITLE

Development Coordinator

ACCOUNTABILITY

Reports to the Tennessee FFA Foundation, Inc. Executive Director.

POSITION SUMMARY

The Development Coordinator will work to meet the needs of Foundation donors, plan Foundation programs and assist the Executive Director in achieving the full potential of the Foundation.

The Development Coordinator is responsible for assisting with the development and execution of short-term and long-term plans to obtain funding to support the operation of the Foundation. This support shall be in the form of cash gifts, grants, real property, in-kind contributions, sponsorships, memorials or other bequests that enable the Foundation to achieve its goals and maintain a positive financial environment.

DUTIES

Focus on stewardship and program planning as directed by the Executive Director and Board of Directors.

Stewardship responsibilities include: manage thank you notes to sponsors, manage/write press releases, visit sponsor events as directed, communicate with sponsors regarding their roles at Regional Banquets, State Convention, National Convention, and other events, create and maintain sponsor files, and assist with the management of QuickBooks accounting software.

Program planning responsibilities include the planning and coordination of the following programs: State and National Convention VIP Experiences, Goodwill Tour, Star Tour, State Officer Business and Industry Training, State Fair programs, and other special events as directed.

Maintain excellent relations with the public, agricultural industry, business, allied organizations, media, university, government and elected officials through direct interaction, verbal and written communications, and through publishing information relative to the development and execution

of plans for the encouragement and improvement of the FFA including the Foundation's annual report.

Promote the education of members of the Tennessee FFA through the support of education programs in agriculture and agriscience as a part of the state career and technical education (CTE) program and stimulate and promote interest in involvement among the membership of the FFA.

Assist with the administration of board meetings, committee sessions, and similar activities including preparation and distribution of the agenda, minutes, financial reports and other administrative functions of the Foundation.

SKILLS, TRAITS AND EDUCATIONAL REQUIREMENTS

Position requires a four-year degree in agriculture, business, communications, marketing, or other related discipline.

Must maintain an FFA Alumni membership. Former FFA membership or involvement preferred.

Discreet individual with superior listening skills. Tactful verbal and written communications capabilities are necessary to interact with a wide variety of individuals and organizations at the local, state, and national level. Must have a creative and enthusiastic approach to solving problems. Previous, proven fundraising experience is preferred.

The position requires an experienced and competent user of word processing, spreadsheet or other financial and presentation software. Applicants should be proficient with e-mail and contact management systems.

Expected traits include patience, ability to remain calm under pressure, outgoing personality, articulate, self-motivated, focused, and detail-oriented. Must be able to anticipate and act upon the unexpected.

CLASSIFICATION

Position is classified as full-time, salaried exempt and is based in Cookeville, Tennessee. Salary dependent upon experience, knowledge and ability. No benefits are provided.

WORKING CONDITIONS

Conditions are typically those related to an office and fundraising position. Must be able to travel by automobile or other means to locations across the state of Tennessee and elsewhere for fundraising and other Foundation activities.

Application period closes January 19, 2018.