

DESCRIPTION OF POSITION

The Director of the Montana FFA Foundation is selected by, and responsible to, the Board of Directors for overall management of the organization, assets, programs, personnel, and contractual relationships in accord with its organizational mission, goals, and operational policies. As an operational officer, the director works with the Foundation Board of Directors on the development of office personnel, management of resources, strategic planning, innovation development, and the assurances of quality in the conduct of all programs and events.

Job Description:**Program Management:**

- Perform Annual review and audit of existing programs of the Foundation. Summary and recommendations to be provided to the BOD annually.
- Develop and execute Foundation Programs Plan.
- Develop and implement the strategic goals and objectives of the organization.
- Provide direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, staff management and consistent quality of finance and administration, fundraising, and communications; recommend timelines and resources needed to achieve the strategic goals.
- Work with the MT FFA Alumni and Association organizations as per MOUs developed. Great Communication is fundamental.

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations and statewide expansion.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Leverage external and internal presence and relationships to garner new opportunities
- Develop knowledge and experience in grant writing.

Planning & New Business:

- Design the statewide expansion and director's territory plan. Complete the strategic business planning process for the program expansion into new markets and funding sources as approved by the Board.
- Develop partnerships in new markets, establishing relationships with the funders, and political and community leaders.
- Redefine and stretch entitlement mentality across the organization while continuously supporting new ideas and dynamic processes that help the foundation grow and win.
- Maintain flexibility to change the organization structure as requirements or opportunities arise
- Evaluate new and dynamic concepts that enhance team and organizational effectiveness.

FINANCIAL MANAGEMENT**Budget Development and Oversight**

- Develop annual budgets for overall operations with Board approval and routinely report progress.
- Develop financial reports for the Board with comparisons to budgets submitted to the BOD for direction.
- Implement the Board approved organizational budget and project budgets with available funds.
- Develop and implement fiscal policies as approved by the Board.

BOARD OF DIRECTORS**Board Communications**

- Provide Monthly updates to the Board regarding program activities, fundraising progress, and other priority areas of organizational life for which the Board requests updates between Board meetings.
- Report on donor visits, activity, and progress toward overall budget needs as directed by the Foundation

President or acting Chairman.

Board Meetings

- Develop agendas and participate with progress as directed in board meetings.
- Prepare and disseminate briefing materials related to the meeting agenda.

Board Involvement

- Actively seek all Board advice in major facets of organizational development.
- Engage Board members in fundraising per the Fundraising Plan and per individual talents and skills.
- Alert Board members to important organizational meetings and seek participation where appropriate and/or helpful.

PERSONNEL

- Develop and manage Foundation Human Resource Policy Manual.
- Lead the development of an appropriate staff structure, complemented by the use of contracted services where needed. Though funding may be approved through the budgeting process, no hiring of any staff or contracting of services will be done without prior authorization of the board.
- With Board approval, hire, evaluate performance, implement discipline, and if necessary, terminate staff members.
- Provide leadership, coaching and counseling, work direction and support to all staff and contracted individuals. Detailed progress for all office staff.
- Perform annual staff performance evaluations.

ORGANIZATIONAL VISIBILITY

- Develop, execute, and maintain a Public Outreach & Education Plan to be reviewed and adopted annually by the BOD.
- Seek opportunities to secure public visibility for the organization, especially through media outlets.
- Seek opportunities to speak at conferences, serve on panels and/or advisory bodies, attend meetings, and otherwise promote the visibility of the organization before important audiences.

OTHER DUTIES AS ASSIGNED

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Skilled in organizing resources and establishing priorities. Attend training as directed.
- Demonstrated ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Utilize Board members with appropriate skill sets.
- Skilled in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of marketing strategies, processes, and available resources.
- Ability to identify and secure alternative funding/revenue sources. Include grant requests.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of staff hiring procedures.
- Ability to develop and deliver presentations.
- Ability to develop and maintain record keeping systems and procedures.
- Ability to establish and control large, multifaceted operating budgets and cost control processes.
- Knowledge and understanding of current and emerging development needs within the business community.
- Ability to travel as required by the position. Will require overnight stays multiple times per year (estimate 25-30 nights per year TBD).
- Work flexible hours including evenings and weekends as needed.

Compensation: Salary commensurate with experience.

Send resume' & cover letter to kodyfarkell@gmail.com. Closing date is September 20, 2024

Employment Disclaimer: This job description is not a contract – management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, or disability. This organization is an Equal Opportunity Employer.