

Job Posting – Program Manager

Location: Madison, WI (1241 John Q. Hammons Drive) with hybrid options

Job Type: Full-Time Employment

Reports to: WI FFA Foundation Executive Director

Foundation Program Manager

The Wisconsin FFA Foundation is seeking a full-time Program Manager to support fundraising events, office operations, donor recordkeeping, board support, and administrative functions that advance the Foundation's mission.

Key Responsibilities

Event Planning & Fundraising Support

- Coordinate logistics for Foundation fundraising events, donor recognition activities, and stakeholder meetings.
- Manage registrations, vendors, venues, catering, contracts, and event materials.
- Support sponsorship fulfillment, volunteer coordination, and event-day execution.
- Assist with event budgets and post-event reporting.

Database & Recordkeeping Management

- Maintain accurate donor, sponsor, alumni, and stakeholder records in the Foundation CRM.
- Process gifts, pledges, sponsorships, acknowledgements, and donor correspondence.
- Generate reports and maintain organizational records and filing systems.

Administrative & Operational Support

- Provide administrative support to the Executive Director and Foundation leadership.
- Prepare reports, presentations, agendas, and meeting materials.
- Support board and committee meetings, including minutes and follow-up actions.
- Assist with invoices, expense tracking into QuickBooks and monthly reporting

Qualifications

- Associate degree required; Bachelor's degree preferred.
- Experience in event planning, nonprofit administration, fundraising support, or office operations preferred.
- Strong organizational, communication, and project-management skills.
- Experience with CRM/database systems preferred; Neon CRM experience is a plus.
- Ability to manage multiple priorities and work independently.

Benefits & Compensation

- Salary range of \$50,000–\$70,000
- Cell phone reimbursement
- Travel reimbursement for work-related expenses
- Earned vacation and holiday time off
- Health Reimbursement Benefit
- 3% IRA Match after one year of employment

To Apply

Please submit a detailed letter of application, current resume, and two references to:

WI FFA Foundation Board President
Kelly Wilfert
kellytwilfert@gmail.com

Application Deadline: July 17, 2026