

Job Posting – March 6, 2026

Development Officer

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

Job Type: Full- Time Employment

Reports to: WI FFA Foundation Executive Director

The Wisconsin FFA Foundation, located in Madison, WI is looking for someone to join the team as the Development Coordinator.

The Wisconsin FFA Foundation builds relationships and encourages philanthropy to support and grow agricultural education and FFA which supports the Wisconsin FFA mission of premier leadership, personal growth, and career success through agricultural education.

The Wisconsin FFA Foundation is seeking to hire a full-time, hybrid Development Officer to support its Executive Director in leading day-to-day fundraising needs and event-based work. This position will provide direct support on the day-to-day fundraising activities of the Foundation, managing the communication and stewardship of individuals interested in planned giving, individual giving, and corporate sponsorships.

Development Officer plays a crucial role in supporting fundraising and donor engagement efforts. Key responsibilities include:

Managing donor databases to ensure accurate tracking of contributions and engagement activities.

Coordinating fundraising activities, including event planning and logistics.

Assisting with grant applications, including research, proposal writing, and submission tracking.

Maintaining communication with donors and ensuring effective donor relations.

Collaborating with cross functional teams to develop marketing materials and promote fundraising initiatives.

Qualifications

- Minimum Associate degree, Bachelor’s Degree preferred

- 1-2 years experience in fund development preferably in higher education or agriculture related organizations preferred or equivalent work experience.
- Successful experience in making cold calls as well as developing donor engagement and communication strategies
- Must have excellent interpersonal skills, a demonstrated record of completing assignments, and a willingness to learn
- Experience with Customer Relationship Management or database software and the willingness to learn strategies for optimizing donor database information. Experience with Neon CRM a bonus.
- Ability to prioritize projects, maintain a professional schedule, and work independently

Benefits & Compensation

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

To apply, please submit a detailed letter of application addressing the competencies and technical/professional knowledge, a current resume, and the names and contact information for two (2) references to:

WI FFA Foundation Executive Director
Ellen Schutt
execdirector@wisconsinffaoundation.org

Application Deadline is March 16, 2026.

The Wisconsin FFA Foundation, Inc. is an equal opportunity employer and that any information collected is solely to verify identity and determine suitability for the position.