

Job Posting – dated June 16, 2025

Events and Administrative Support Specialist

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

Job Type: Part-Time Employment

Reports to: WI FFA Foundation Executive Director

The Wisconsin FFA Foundation, located in Madison, WI is looking for a team member to join as the Events and Administrative Support Specialist.

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 part-time, hybrid Events and Administrative Support Specialist to support its Executive Director in executing day-to-day event-based work and communications. This position will provide broad support with the focus on optimizing the functionality of operational software and systems, providing key event coordination for fundraising and marketing activities in collaboration with the Executive Director, develop and execute outgoing communication on behalf of the Foundation, and other general administrative support.

An ideal candidate will possess many of these qualities:

- A passion for logistics and organization of events
- A critical thinker
- Professionally identify and offer solutions to problems or inefficiencies
- A desire to work collaboratively and professionally with WI FFA Foundation staff, board members, and partners
- Excellent judgement with the ability to maintain a high level of integrity with confidential information

Duties will include, but not be limited to the following:

- Coordinating fund development efforts (corporate and individual sponsorships)
- Customer Relationship Management (CRM) or database maintenance, entries, and event programming
- Operational assistance, such as processing mail, gift acknowledgements, file organization, and updating file systems

- Assisting with follow-up and general customer service communications, such as replying to general inquiries, answering calls and returning voicemails
- Work with the Executive Director to plan and execute fundraising events, included but not limited to golf outings, convention expo, silent auctions, or other activities where the mission of the Foundation can be promoted, and donations can be solicited
- Basic website maintenance and page updates related to events and additional operation-related needs
- Developing and executing external communication like newsletters, social media, and other avenues as deemed appropriate
- Attending Board of Directors meetings, State FFA Convention or other industry events as needed within scope of the position

Qualifications

- Minimum Associate degree (preferred in areas of marketing, business, or non-profit) and two (2) years of related work experience OR four (4) years of related work experience
- Strong understanding of Microsoft Office products (Word, Excel, Outlook, Teams)
- Experience with Customer Relationship Management or database software and the willingness to learn strategies for optimizing donor database information.
- Experience with basic website maintenance
- Event coordination and on-site management experience
- Ability to prioritize projects, maintain a professional schedule, and work independently

Benefits & Compensation

- \$20-25/hour
- Cell phone reimbursement
- Travel reimbursement for work related expenses
- Earned vacation/holiday time off

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

Job posting will remain open until the position is filled. First round of application review will begin July 7, 2025.

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.