



WISCONSIN FFA ALUMNI AND SUPPORTERS

Job Posting: Executive Director

The Wisconsin FFA Alumni & Supporters Association is a professional organization made up of individuals who support Wisconsin's agricultural education programs, agricultural instructors, students, & FFA members. The Alumni is seeking an experienced, task-oriented, high energy Executive Director to provide leadership to fulfill our mission: ***The Wisconsin FFA Alumni Association, Inc. strives to be Wisconsin's premier agriculture education advocate. We support the local FFA Alumni Chapters so they are better equipped to assist their local community, agriculture instructor(s) and agriculture youth.***

POSITION SUMMARY

The Executive Director is an employee of the Wisconsin FFA Alumni & Supporters Association, Inc. and reports to the executive committee of the state council. The Executive Director advances the vision, mission, and goals of the association by directing the work of the association in accordance with the policies and direction of the association's council as contained in its operation manual. The Executive Director serves as the primary contact for the Wisconsin FFA Alumni & Supporters Association and is a (non-voting) ex officio member of the state council and all standing committees, as appropriate. The Executive Director is responsible for the administrative, financial, public relations, and program support duties by the Wisconsin FFA Alumni & Supporters Association council through its executive committee.

Administrative Duties and Responsibilities

- Administration – manages and oversees the daily affairs of the association. Also primary negotiator for any contracted services.
- Financial Management – Working with the finance committee, develops the annual operating budget, which is presented to the council for approval. Accepts and records receipts and disbursements in a timely manner; prepares monthly financial reports using Quickbooks financial software that are provided to the finance committee and council; also reviews and distributes to the executive committee quarterly investment reports from the investment advisor, all according to policies adopted by the council.
- Maintain Association Office – Set up and maintain the association office within their home. Store and maintain all association equipment, records, and supplies. Assess needs and makes recommendations to the council for additional equipment and technology needs as required.
- Membership – Manages the membership and other databases of the association. Coordinates and supports membership enrollment activities with the National FFA Organization office on an annual basis. Provides sectional representatives and members with assistance in managing online membership enrollment.
- Communications – As the primary contact for the association, provides reports and research to council members, various organizations including but not limited to state level associate organizations to keep the association's mission visibly active. The Executive Director communicates frequently with council members, the state FFA Alumni chapters, and the state FFA family representatives. Attends various FFA family meetings (WAAE, FFA Center, FFA Foundation, DPI), as approved by the executive committee, as the association's representative.
- Website and Social Media Management – Working with the association's marketing committee/ social media subcommittee, the director is responsible for creating and submitting timely information and directing removal of

outdated information to the association's website manager. Executive Director monitors and oversees the association's social media platforms according to policies adopted.

- State Association Newsletter – Produce and disperse the state association's newsletter to all members along with making it available on association website. Preferred experience with platforms such as Microsoft Publisher and constant contact email services.
- Recruitment of New Members and Chapters – Individually and in coordination with the association's membership committee and council sectional representatives work to recruit and support new FFA Alumni members and new or reactivated chapters.
- State FFA Family Assistance Coordination – Assists in coordinating Alumni & Supporters members upon request from WI Team Ag Ed for their activities and events.

Council Related Responsibilities

- Prepares information for all board and committee meetings. Attends and participates in all board and selected committee meetings, as an ex officio member. Assists the President with development of the council meeting agenda and submits council meeting minutes to the council for approval before publishing.
- Coordinates necessary meeting space, lodging, and meal arrangements for council meetings and association sponsored events.
- Working with program development committee to provide materials and orientation of incoming council members along with ongoing training for existing council members
- Working with the statewide and local convention committee, coordinates the planning of the annual state convention.
- Provides scheduled updates to council members per time frame discussed with Executive Committee and / or state council.

Hours and Compensation

- This is a salaried position that is reviewed annually by the executive committee and is negotiable.
- The hours and schedule will vary with evening and weekend activities. Expectation of an average of 30 hours per week with flexibility to manage individual daily schedule to ensure all expectations are met.
- No benefits are offered.
- Position does require traveling. Reimbursement for travel expense is provided as outlined in the Wisconsin FFA Alumni & Supporters Association Executive Director Expense Reimbursement Policy.
- The association will provide financial support to offset phone, internet costs, and other office maintenance expenses after a discussion with the newly hired executive director regarding their preference and needs. Financial support will be reviewed yearly during association budget preparations by Finance committee.

***Position Duties approved by Wisconsin FFA Alumni & Supporters Council June 15, 2022*

Interested applicants should send their resume and cover letter describing their qualifications and interest in the position to:

Bobbie Jo Montgomery, WI FFA Alumni & Supporters Past President

N3856 Hwy 49, Waupaca, WI 54981.

or via email to: bmontgomery@wisconsinffaalumni.org

(Confirmation of receipt will be sent within 24 hours through email)

Questions can be directed to Bobbie Jo Montgomery at the email listed above or via phone at 715-281-4625

Position open immediately through August 1st for screening. If needed, the position will remain open until filled.