



Pennsylvania FFA Foundation

 P.O. Box 157 East Berlin, PA 17316

 [www.paffa.org](http://www.paffa.org)

 [ssparks@paffafoundation.org](mailto:ssparks@paffafoundation.org)

# Join our Team!

## **Position: Development Manager**

### Overview:

- The Pennsylvania FFA Foundation is building our team and searching for a full-time Development Manager. The ideal candidate would be passionate about fundraising, specifically for the FFA and Agriculture Education. Candidate must be a self-starter, organized, excellent at starting, developing, and maintaining sponsor relationships. Duties will include identifying and developing new long-term sponsors; as well as; working with and growing our current sponsors to solicit for existing and future PA FFA program needs. The Development Manager will be focused on new and existing corporate/business sponsors across the state of Pennsylvania. The Development Manager will lead organizing and facilitating Business and Industry Visits, that may include some or all the PA FFA State Officers. Candidate will be expected to support the facilitation of Foundation events. To apply, submit a cover letter and resume in a PDF format to [ssparks@paffafoundation.org](mailto:ssparks@paffafoundation.org) by May 3, 2024.

### Requirements:

- Education and/or Experience equivalent to a Bachelor's Degree
- Background knowledge of FFA and Agriculture Industry preferred
- Fundraising experience
- Self-starter, organized, and ability to manage multiple priorities
- Ability to work independently to meet timelines
- Excellent written and verbal communication skills
- Microsoft Office 365 and Donor Management Software
- Passion to serve the Pennsylvania FFA and its members

### Annual Required Attendance:

- 6 Board of Trustee Meetings
- 5-10 Committee Meetings
- State FFA Convention- June
- Mid-Winter Convention- Jan
- Ag Progress Days- Aug
- PA FFA Foundation Golf Outing
- PA Farm Show
- Minimum of 6-12 Business and Industry Visits

### Salary:

- 40 hour/week
- Salary is negotiable based on experience Starting Salary \$65,000 - \$95,000
- Bonus opportunity based on candidate's ability to meet and/or exceed performance metrics

### Specifics:

- Position will work remotely with regular travel required
- Compensated business travel within budgeted allotment
- Internet access is required with office and technology equipment provided

Application Window: *April 15<sup>th</sup> – May 3<sup>rd</sup>, 2024*

*~ Equal Opportunity Employer including veterans and individuals with disabilities.*

