

# Ohio Farm Bureau Federation

## Job Description

Exempt

Non-Exempt

Date Written December 2019

<b>Job Title:</b>	<b>Executive Director, Ohio Farm Bureau Foundation</b>
<b>Person in Position:</b>	
<b>Reports To:</b>	<b>Vice President of Strategic Partnerships</b>
<b>Department:</b>	<b>Organization</b>
<b>Location:</b>	<b>State Office</b>
<b>Pay Band:</b>	<b>9</b>
<b>Company Car:</b>	<b>No</b>

**POSITION SUMMARY: The Executive Director will provide leadership and strategic vision for the Ohio Farm Bureau Foundation. This includes providing development, grant management, grantee consultation, scholarship program oversight, campaign direction and providing direction to the Foundation Board of Trustees.**

### **Primary Duties:**

1. Advance the mission of the Foundation and assure Foundation alignment with the Department of Strategic Partnerships and the overall Farm Bureau mission and goals
2. Support and encourage a culture of individual and corporate philanthropy among Farm Bureau members, staff, state and county leaders, and state and county Farm Bureaus
3. Develop and maintain ongoing relationships with donors
4. Develop and implement short-and-long term plans to secure major gifts from members, friends, volunteers, corporations, foundation and other entities in support of the Foundation
5. Create and execute a strategy for a large sustained base of annual giving
6. Oversee and manage the Foundation giving programs, including impact grants and scholarships
7. Monitor and assess projects funded by the Foundation, maintain regular communication with grant-receiving organizations, conduct grantee site visits
8. Help promote collaboration among groups and individuals with which the Foundation works, and likewise between the Foundation and other foundations
9. Represent the Foundation in selected collaborative efforts with other organizations
10. Plan and coordinate meetings of the Foundation Board of Trustees and special events conducted by the Foundation
11. Manage organization's relationship and engagement with Foundation Board members and help identify potential future Board members.
12. Manage the day-to-day operations of the Foundation

**Additional Duties:**

- Other assignments as assigned by the Vice President of Strategic Partnerships or the Foundation Board of Trustees.

**MINIMUM EDUCATIONAL EXPERIENCE QUALIFICATIONS**

- **Bachelor’s degree in business, education or related field.**

**MINIMUM SKILL QUALIFICATIONS**

- **Strong ability to communicate and cultivate relationships with a wide variety of current and potential partners and donors**
- **Demonstrated strategic planning experience**
- **Proven event planning skills**
- **Strong communication skills**
- **Experience in project management with a track record of success**
- **Understanding of and proficiency in inter-personal relations**

**PREFERRED QUALIFICATIONS**

- **5 years of foundation/fundraising experience**
- **Experience working with a board of directors**
- **Ability to effectively manage employees and budgets**
- **Goal oriented**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The employee’s signature indicates that the description has been reviewed with the employee and that employee is aware of duties for which employee is responsible. Management has the right to change or add duties at any time.

CAE 10/2016