

Kentucky FFA Foundation Stewardship Coordinator Position

JOB SUMMARY

The primary responsibility of this role is to provide support to the Foundation Executive Director and coordinate stewardship programs to elevate existing sponsor relationships as well as manage and promote fundraising programs. She/He will maintain an accurate inventory of all current assets available for sponsorship and maintain project budgets. She/He will coordinate several events. Occasional overnight travel is to be expected.

ESSENTIAL FUNCTIONS

Stewardship Management

- Assist the Executive Director with all aspects of stewardship management that results in an increase in renewals percentages and revenue growth of key sponsors.
- Understanding of organization capabilities and services, and effectively communicate all offerings to the sponsor.
- Execute stewardship communication plans including: mailed communication pieces, e-mail blasts, and events.
- Take an active role in informing stakeholders through social media.
- Assist in developing and managing the Kentucky FFA Foundation sponsor database.

Financial Tracking

- Manage the Kentucky FFA Foundation billing & receiving as well as monitor budgets.

Fundraising Programs

- Execute key fundraising programs including the RAM Truck Program and Kentucky FFA Toy Tractors and Kentucky FFA Knife Collections.

Miscellaneous Responsibilities

- Assist in planning of State FFA Convention events and Kentucky FFA Foundation Board of Trustee meetings.
- Occasional travel to various sponsor engagements and trade shows.
- Serve as a key stewardship figure to FFA Foundation sponsors, board members and external stakeholders.
- Other duties as assigned.

EDUCATION/EXPERIENCE

- Bachelor's Degree from a four year University is preferred
- FFA or agricultural experience is strongly preferred

To apply for this position, please e-mail a cover letter, resume and three letters of reference in PDF format to sheldon.mckinney@kyffa.org by July 17th, 2015.

Salary contingent upon degrees and experience.

Letters of reference should not be from Kentucky FFA Foundation Trustees.

Position start date is approximately September 1, 2015.

Nominations, referrals, and/or expressions of interest for this position are appreciated and welcomed.

These should be sent to the Executive Director by the application deadline to be considered.