



Maryland Agricultural Education Foundation, Inc.
P.O. Box 536 Havre de Grace, Maryland 21078
410-939-9030

POSITION ANNOUNCEMENT AND DESCRIPTION

Application Deadline – January 7, 2019

POSITION TITLE: Executive Director

SCOPE OF POSITION:

The Executive Director shall manage and lead the day-to-day operations of the Foundation to include strategic planning, program coordination and evaluation, public relations, fund development and personnel, property and office management. The Executive Director recommends and participates in Board identification of Foundation goals, objectives, and policies. The Executive Director is responsible and reports directly to the President, the Board of Directors and its Executive Committee for the operation of the Foundation.

RESPONSIBILITIES:

- Facilitate and implement strategic planning for the Foundation. Manage and facilitate Board initiatives.
- Manage all aspects of personnel, office, property and business operations of the Foundation. Personnel currently include up to 25 employees, most of them part-time.
- Develop and conduct fundraising strategies to cultivate and solicit financial support from potential donors, public agencies, corporations, foundations and individuals. Provide stewardship of funds and relationships.
- Facilitate the development, implementation and evaluation of educational programs and activities through effective communication with education staff, Board members and clients. These efforts will include youth, ages 5 through post-secondary education, and general public audiences.
- Initiate and coordinate public relations activities and media opportunities to enhance the image of the Foundation and the attainment of its identified objectives.
- Responsible for the Foundation's liaison to the Maryland Department of Agriculture, Maryland Motor Vehicle Administration, Maryland State Department of Education, the University System of Maryland, and other local, regional, state and national cooperating agencies, organizations and associations.
- Facilitate and manage Board and committee activities to include meeting arrangements, reporting, retention of Board documents and archiving of supporting documents.

- Advocate for and facilitate relationships with partner organization such as LEAD MD, Maryland Public Television, Maryland Envirothon, MD Association of Environmental and Outdoor Education, Future Harvest CASA and others.
- Collaborate with and support the Maryland FFA Association and manage FFA state staff.
- Perform other duties as identified by the Board of Directors.

QUALIFICATIONS:

- Bachelor's Degree required; Master's Degree a plus
- Demonstrated leadership and team-building experience
- Administrative/Management experience
- Understanding of educational processes
- Working knowledge of agriculture
- Fundraising/grant writing experience
- Experience with non-profit management a plus

SALARY:

- Commensurate with qualifications and experience.

BENEFITS:

- 403B retirement contribution of up to 8% of salary annually
- MAEF pays 80% of annual premium for health insurance selected by MAEF

APPLICATIONS:

- Applications, to include a cover letter, resume and the names and telephone numbers of three persons who will write a recommendation on your behalf, must be received by **Monday, January 7, 2019.**
- Please arrange for three (3) letters of reference to be emailed to the search committee chair by **Friday, February 1, 2019.**

- Application materials are to be sent to Thomas G. Hartsock, Search Committee Chair, at tgh@umd.edu.
- Questions may be directed to the Chair by email or by telephone at 301-253-9528.
- Additional information about the Maryland Agricultural Education Foundation, Inc. (MAEF) can be found by visiting our website at www.maefonline.com.