



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

Position Announcement and Description

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, budget development and management, personnel management, property and office management, fundraising of major gifts as well as sponsorships and pledges and public relations. 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. Anticipated start date is September 2019.

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. Current personnel includes up to 25 employees, most of whom are part-time and work remotely.
- 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 State Department of Education, the University System of Maryland, the Maryland Motor Vehicle Administration, 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.
- Collaborate with and support the Maryland FFA Association and manage FFA state staff.



- Advocate for and facilitate relationships with partner organization such as LEAD Maryland, Chesapeake Bay Trust, Maryland Public Television, Maryland Envirothon, MD Association of Environmental and Outdoor Education, Future Harvest and others. Advocate for the Foundation and facilitate relationships with elected and appointed officials at the county and state level.
- Other duties as identified by the Board of Directors.

QUALIFICATIONS:

- Bachelor's Degree required; advanced degree a plus. At the discretion of the Search Committee, relevant prior experiences, trainings and certifications may substitute for some educational requirements.
- Demonstrated successful experience in the administration and management of paid staffs of 10 or more employees, including on-site, off-site, and telecommuting individuals.
- Demonstrated success in acquiring individual major gifts of private funds and grants in excess of \$25K. Documented success in securing multiple, individual program, and event sponsorships of \$5K or more.
- Demonstrated expertise in budget development and financial management, including financial management software and audit requirements and procedures.
- Demonstrated leadership and team-building experience relevant to working with a large, active volunteer Board of Directors and a dedicated staff.
- Working knowledge of agriculture and an understanding of general educational processes as well as those unique to agriculture.
- Experience specific to non-profit management is a plus.
- Any offer will be contingent upon the results of a criminal background check and drug testing.

SALARY:

- Salary commensurate with qualifications and experience, up to 125K

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 on your behalf, must be received by **Friday, May 10, 2019**.
- Arrange for three (3) letters of reference to be emailed to the Search Committee Chair by **Friday, May 24, 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 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.

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