

Minnesota Agriculture in the Classroom (M-AITC) Announces Director Position

Please see attached M-AITC Director Position Description

Submit letter of application and resume to (electronic application materials will not be accepted):

Emily Zweber
PO Box 196
Elko, MN 55020

Initial application screening will take place after Friday, June 4, , however applications will continue to be accepted as the position will remain open until filled.

Questions regarding the position should be addressed to:

Bill Mielke at (612) 282-8434

MINNESOTA AGRICULTURE IN THE CLASSROOM DIRECTOR JOB DESCRIPTION

FUNCTION: To support the Minnesota Agriculture in the Classroom (M–AITC) Board of Directors and the M–AITC Program with the responsibilities listed below; including managing the partnership with the Minnesota Department of Agriculture (MDA). This position is a part-time 20-25 hours per week contract position, with salary to commensurate with experience.

OVERALL RESPONSIBILITIES: The Director is responsible for directing the functions of the non-profit M–AITC. Including:

1. Developing and executing program goals including fundraising objectives;
2. Serving as the primary program contact for the board members, funding partners, partner organizations, media, and other stakeholders;
3. Reporting to the board regularly on the status, needs, and accomplishments of the program;
4. Various communications, promotion, and marketing tasks necessary to continue the development of the M–AITC program;
5. Increasing awareness of agriculture and agricultural literacy with a primary focus on Pre-K-16 students and teachers.

REPORTABILITY: The Director will report to the M–AITC Board of Directors.

ACCOUNTABILITY: The Director is directly responsible and accountable to the M–AITC Board of Directors.

QUALIFICATIONS: The Executive Director must have professional fund development experience, be organized, and exhibit excellent verbal and written communications skills. Training and experience in both agriculture and education are desired. Some knowledge and experience with the current M–AITC program, computer skills, and non-profit recordkeeping/reporting are preferred. Travel is required.

SPECIFIC RESPONSIBILITIES INCLUDE:

Financial Duties

1. Fundraising
 - a. Work with M–AITC Board of Directors finance subcommittee to identify funding sources and secure funding.
 - b. Maintain master contributor and prospect databases.
 - c. Develop special project proposals in coordination with M–AITC Board of Directors, finance subcommittee, Program Director.
 - d. Evaluate and coordinate stakeholder recognition program.
 - e. Develop and send proposals and invoices to funding partners.
2. Budgeting
 - a. Develop a budget in cooperation with the Board of Directors.
 - b. Prioritize activities within the budget in conjunction with the Executive Committee.
 - c. Implement and manage an annual budget.
3. Contract and support process of an annual audit.

4. Manage checking account to include deposits, expenditures, and balance statements in coordination with the Board Treasurer.
5. Develop and present board meeting treasurer's reports and working budget analysis.

Internal Communication

1. Communicate with M–AITC Board of Directors through quarterly board reports.
2. Work with Board of Directors when developing and executing external communications.
3. Effectively manage Board of Directors using electronic and other modes of communication.

External Communication

1. Implement outreach efforts to current donors.
2. Implement outreach effort to prospective and/or potential donors
3. Serve as a public spokesperson with partners and stakeholders.
4. Travel and represent M-AITC at events and meetings as required.
5. Update foundation website and social media pages as needed.

Program Needs – In Conjunction with the Program Director

1. Evaluate effectiveness of current programs.
2. Identify the future needs for improving agricultural literacy and delivery modes.
3. Work with Program Director to develop new educational tools.

M–AITC Board and Organization Advocate

1. Liaison to educational organizations that would directly use our resources.
2. Deliver presentations and updates to current and potential funding partners.
3. Coordinate news releases and manage media contracts for the organization.

Marketing

1. Develop and manage the implementation of a marketing strategy to promote the M–AITC organization and its resources.
2. Create and disseminate promotional tools that communicate program integrity and resource quality.

AITC Partnering – In Conjunction with the Program Director

1. Represent Minnesota Ag in the Classroom on a national level.
2. Communicate our needs as a state program.
3. Communicate and share our successful programs.
4. Attend Midwest regional meetings and national conference as necessary.

Board Development

1. Assist M–AITC nominating subcommittee in recruiting board members.
2. Implement board member training and new board member orientation.
3. Identify and implement team building growth opportunities for board members.
4. Engage board members in the functions of the Board of Directors.

Annual Meeting and Activities

1. Coordinate and organize the M–AITC annual meeting.
2. Coordinate production of and distribute audited annual report to all stakeholders.

Other Duties

1. Assist the program director as needed.
2. Oversee special projects at the discretion of the M–AITC Board of Directors.