California Association, FFA

Job Announcement

FFA Foundation Development Officer

Description of Position: The California FFA is growing our team and searching for a full-time Development Officer to support the California FFA Foundation. Our ideal team member would be a highly motivated, self-starter, who is organized, enjoys engaging with people, is passionate about our mission, and is very team and customer service oriented. The Development Officer will support all facets of fundraising and fund development including online giving, mail appeals, award funding, events, board support, and more. The Development Officer will serve as an essential member of a small development team. We are looking for a person who will bring new ideas, enthusiasm, and professionalism to our mission of supporting the California FFA. Some overnight travel will be required.

Our ideal candidate would be a former FFA member and have a college degree in a field related to Agriculture, Marketing, or Communications. Fundraising experience is great, but not required. This position reports to the FFA Executive Director.

Responsibilities include, but are not limited to the following:

- The ability to convey the California FFA Foundation's mission and key impact areas.
- Aid in the development of identifying, prospecting, and soliciting new donors or sponsors for specific programs.
- Researching and applying for grants
- Support the stewardship of current donors and sponsors.
- Creative development and messaging for appeals.
- Reaching out to donors and sponsors to request information regarding logos, recognition, quotes or stories, and other communications.
- Prepare and print thank you letters weekly.
- Help coordinate and attend events.
- Compile mailing lists and/or other data for mailings/e-mails.
- Assist with preparing various reports and applications.
- Support the strategic marketing of the CalAgPlate Program.

Location: After initial training at the California FFA Center, located at 13020 West Stockton Boulevard in Galt, California, the Development Officer may be eligible to work remotely.

Salary: Negotiable, commensurate with experience

How to apply: Email a cover letter, resume and references to Foundation@californiaffa.org. All information must be received by May 1, 2024 to be considered.

EQUAL OPPORTUNITY EMPLOYER