



**OKLAHOMA FFA FOUNDATION, INC.**

**Independent Contractor  
Scope of Work and Contract Agreement**

<b>Scope of Work:</b> Donor Relations/Program Coordination and Development	<b>FLSA Status:</b> N/A – Contract based
<b>Accountable to:</b> Executive Director	<b>Monthly Retainer:</b> \$3,750
<b>Approved by:</b> Executive Committee	<b>Work Schedule:</b> Variable according to seasonal functions and activities
	<b>Date Approved:</b> May 13, 2016
	<b>Date Posted:</b> May 16, 2016

**Position Purpose**

The Contractor fulfilling this scope of work is responsible for assisting the Oklahoma FFA Foundation to carry out its mission by providing resources that promote and enhance premier leadership, personal development, and career success for Oklahoma youth in agricultural education. This is an independent contractor position and does not provide benefits. The Contractor will be paid on a monthly retainer basis and will be responsible for his/her benefits, transportation, schedule, electronic devices, equipment, supplies and any and all other items necessary to conduct the services as defined in the following scope of work:

1. Planning, coordinating, and implementing activities related to donor relations, which may include but are not limited to the sponsorship program, business and industry tours, fundraising events, and sponsor recognition activities.
2. Planning, coordinating, and implementing programs and projects that are sponsored through the Oklahoma FFA Foundation.
3. Assisting the Oklahoma FFA Association with planning, developing, and coordinating the State FFA Convention sponsorship recognition programs and activities.
4. Assisting staff in executing a plan to seek sponsors for all non-funded projects of the Foundation including Proficiency Awards, Career Development Events, Endowment Projects, Scholarships, and other related areas of need.
5. Identifying potential donors/sponsors by examining past records, identifying grant agencies and foundations, developing and maintaining donor bases, and establishing effective relations with donors.
6. Assisting the Oklahoma FFA Foundation in the use of social media and in managing communications with stakeholders. Services provided may include but are not limited to working with content management, maintaining and enhancing a professional image, copy editing and proofreading all content, keeping current with emerging technologies (e.g. e-newsletters) and working cooperatively with key team members.

### **Qualifications, Knowledge and Experience**

- A bachelor's degree in agriculture, education, business, finance, marketing, communications, or a closely related field.
- Strong organizational skills, self-initiative, and verbal and written communication skills
- Strong interpersonal and collaborative skills with a diverse group of people
- Sales, marketing, and/or fundraising experience
- Social media skills
- Basic competence in word processing, spreadsheet, and database applications
- Experience as an FFA member and/or understanding of the agricultural industry preferred
- Committed and supportive of the Oklahoma FFA organization

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have Valid Driver License and proof of auto insurance.

### **Physical Demands**

While performing the duties of this job, the contractor must be able to sit over long periods of time and be able to talk, hear, sit, stand, walk; use hands to handle, feel or operate objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and or move items of up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Must have excellent command of English language and grammar, both verbal and written. Must be able to manually operate and use a computer. Must be able to clearly hear and understand telephone conversations.

### **Work Environment**

This position requires 30 to 40 percent same-day travel, 5-10 percent overnight travel. May require driving in all weather and road conditions. Some destinations may not be wheelchair accessible.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this contractual relationship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

### **Resumes will be accepted until 4:30 p.m., June 15, 2016.**

Submit cover letter and resume to:

**Mail:** Kent Boggs, FFA Foundation Secretary, Oklahoma Department of CareerTech, 1500 West 7<sup>th</sup> Ave., Stillwater, OK 74074;

**Fax:** 405-743-6809;

**Email:** kent.boggs@careertech.ok.gov