



NATIONAL 4-H COUNCIL

NATIONAL 4-H COUNCIL POSITION DESCRIPTION

Position Title	Development Director for Agriculture
Business Unit	Corporate & Foundation
Home Department	Resource Development
Location	Chevy Chase, MD /Other
FLSA Status	Exempt
Full-Time or Part-Time	Full-Time
Telecommuter Status	Position Eligible for Telecommuting

Mission

National 4-H Council (Council) works to increase investment and participation in High Quality 4-H Positive Youth Development worldwide. 4-H's expertise in agricultural innovation and youth development positions it to equip millions of young people across the nation with the skills needed to build a truly sustainable future.

For more than a century, 4-H has effectively provided tens of millions of children, teens and young adults with the skills to grow into successful professionals, responsible and caring citizens and respected members of their communities - to become true leaders. We have done so through high-quality, evidenced-based programming that gives our kids opportunities to discover their interests and passions, engage in hands-on learning, boost their confidence and self-esteem and succeed in life. Today, we are the largest youth development organization in the United States, empowering six million young people annually in all 50 states.

Our reach is wide. Our impact is deep. Our resonance is felt throughout the generations. But we are not satisfied to rest on past successes, particularly when there is so much work remaining to grow future leaders in an ever-changing, increasingly multicultural society. That's why we have launched the \$125 million Grow True Leaders campaign, which will allow us to expand our programs to serve, inspire and empower 10 million young people a year. We are seeking team members to help us make this bold vision a reality.

Position Summary

We are currently seeking a Development Director for Agriculture to contribute to the Resource Development fundraising goal that includes coordinated solicitation of grants ranging from \$50K to \$5M from major national corporations in support of unrestricted operational efforts as well as major agricultural programmatic initiatives. The Development Director will also work in partnership with the Senior Vice President/Chief Development Officer, the VP for Development, and Program Teams to successfully implement the Resource Development team plan. The Director will strategize and contribute in all areas of the Resource Development team including planning, prospecting and cultivating new business development opportunities, donor deliverable, board solicitation for funds, and reporting.

Duties and Responsibilities:

Development Portfolio

- Develop and maintain knowledge of corporate giving interests, staff and trends particularly in the agriculture sector.
- Responsible for securing and stewarding 10-15 major accounts (\$5-7M+ per year) to achieve annual foundation fundraising goals to support agricultural programmatic expansion in support of Positive Youth Development Initiatives.
- Facilitate USDA and other donor relations, drive new development opportunities in the agriculture sector, through prospecting and cultivation at conferences and other events, including partnering with Trustees and members of the senior leadership team.
- Work with Board members to meet development goals with a focus on new business development.
- Collaborate with Resource Development and Marketing teammates as needed.

Development-Program Collaboration

- Work with research and corporate writers for high quality proposals development and submittal.
- Partner with program, marketing, digital, account management and finance teams to develop integrated 360 degree proposals and meet deliverables.
- Develop Resource Development updates for the Board of Trustees in partnership with assigned program team, VP of Development and Chief Development Officer.
- Monitor activity via reports and frequent customer contact.
- Develop and deliver formal performance reports to each assigned account at least once annually.
- Lead and supervise other projects as assigned by VP of Development.

Qualifications:

- Bachelor's degree in agriculture, nonprofit management, public administration, business administration, sales management, or related discipline, or equivalent in work experience (master's degree preferred.)
- 10+ years' experience in successful corporate or foundation fundraising and in developing new business opportunities in the agriculture sector.
- 8-10+ years of progressively responsible work in planning, managing, and initiating relationships between private and non-profit sectors, promoting positive youth development initiatives.
- 10+ years' experience working with high level donor representatives and volunteer Board members.
- Proficiency in MS Office applications (Word, Excel, PowerPoint, and Outlook).
- Proficiency in Raiser's Edge or equivalent fundraising/CRM software.
- Able to perform in a team-oriented environment.
- Strong organizational skills and the ability to prioritize.

ADA Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

National 4-H is an Equal Opportunity/Affirmative Action employer.

- This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
- This is largely a sedentary role; however, some filing is required.
- This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- Basic math skills needed to calculate formulas, commissions, discounts, etc.
- Must be able to lift to 10 pounds.

Travel Requirements: Travel may be necessary, up to 20% of the time (5 days/month; local, regional & national). Would require travel by air, car, rail.

Career Ladder

This position typically has the following career ladder:

- Development Director
- Senior Development Director
- Vice President of Development

Competencies

Competency	Level (Beginning, Proficient, Advanced, Mastery)
Communications	Master
Critical Thinking	Advanced
Initiative & Innovation	Mastery
Collaboration & Teamwork	Mastery
Customer Orientation	Mastery
Business Mindedness	Advanced
Spirit of Diversity & Inclusion	Mastery

Disclaimer

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Revision Date

4-4-17