



**Pine Tree State 4-H Foundation Executive Director
Job Description
Position #173**

Title: Executive Director, Pine Tree State 4-H Foundation

Department: Cooperative Extension

Reports to: Program Administrator

Purpose: The Executive Director will provide leadership and financial accountability in developing public and private resources to support the mission of the Pine Tree State 4-H Foundation. As Executive Director of a public charitable foundation, fundraising and donor development are critical components of this position.

Essential Duties/Responsibilities:

- Conduct fundraising activities to support the endowment fund, annual campaign and special funds that support priority 4-H Youth Development Programs.
- Work with the 4-H Foundation's Board of Trustees to develop annual fundraising goals and a strategy for success in their achievement including oversight of the Foundation's \$2 million endowment fund.
- Work in partnership with the 4-H Foundation's Board of Trustees and the 4-H Program Leadership Team to create and monitor the annual budget.
- Coordinate donor stewardship activities that include creating and managing database and communication with donors.
- Oversee the 4-H Foundation's involvement in University-wide capital campaign activities.
- Oversee daily administration, including administrative paperwork, reporting, accounting, grants and award program management, and supervision of staff and work study students as appropriate
- Provide ongoing support, communication and board development to the 4-H Foundation's Board of Trustees in conducting their work.
- Oversee coordination of Foundation board meetings, annual meeting and committee meetings.
- Lead fund development in close collaboration with Extension colleagues in support of the State 4-H program goals, programs and activities.
- Serve as the liaison between the Pine Tree State 4-H Foundation, and larger University of Maine community.
- Develop and maintain relationships with key partners at university, state and national levels.
- Represent the 4-H Foundation on the UMaine President's Development Council.

- Provide technical assistance to Extension employees and volunteers applying for Foundation funds.
- Network with and coordinate with regional and national 4-H resource development efforts.

Secondary Functions:

- Support State 4-H Youth Development staff in the development of financial support for statewide, regional and national programs.
- Maintain ongoing relationships with relevant University of Maine offices and entities, including University of Maine Development Office, University of Maine Foundation, University of Maine Office of Research and Sponsored Programs, University of Maine Alumni Association and others.
- Develop and maintain relationships with external agencies and organizations as appropriate to serving the mission of the Pine Tree State 4-H Foundation.
- Other reasonably related duties as assigned.

Knowledge/Skills/Qualifications:

- Bachelor's Degree
- Experience in successful fundraising and grant writing
- Demonstrated ability to communicate program assets and investment opportunities to funders.
- Demonstrated skills in organizational and budget management with the ability to create, manage and implement a complex budget with multiple funding streams.
- Demonstrated ability to communicate effectively using oral, written and electronic methods.
- Computer skills in word processing.
- Demonstrated ability in effective leadership techniques and group process skills.
- Demonstrated understanding of and skills in organizational communications and marketing.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated ability to be self-motivated and self-directed.
- Successful supervisory experience.
- Ability to travel normally requiring a driver's license.

This position prefers (but does not require):

- Skills in database management and website development.
- Experience assisting others to seek and write grant proposals.
- Understanding of youth development programs, including 4-H.
- Experience with capital campaign planning and implementation.

Supervisory Responsibilities: Supervises a full-time Administrative Assistant II including hiring, termination, approval of time off, conducting the performance appraisals and response to first-line grievances. Oversees work assignment of the position.

Position Type: Full-time, represented Professional with renewal contingent upon 4-H Foundation funding and successful job performance.

Work Environment:

This position is based in Libby Hall, University of Maine, Orono. Some evening and weekend work will be required, including some overnight stays, travel statewide, regionally, and nationally with reimbursement at the UMPSA-UMS agreement rate.

Work Schedule:

Normal University of Maine Cooperative Extension office hours are 8:00 a.m. to 4:30 p.m. Schedule adjustments (to include nights, weekends and some holidays) will be necessary in order to meet the requirements of the position.

Performance Evaluation Schedule: Per the UMPSA Agreement

Salary Band 05

The finalist for this position must successfully complete a State Bureau of Investigation, credit and motor vehicle driver's license background check.

The University of Maine is committed to affirmative action, equal opportunity and the diversity of its workplace.

06/23/09