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## Program Manager Job Description (Part-Time)

The Program Manager role ensures a solid link between donors/supporters, FFA Advisors, FFA Association, Industry Partners, and the Idaho FFA Foundation. This position serves as the programs facilitator and communications link between the Foundation, Association, Alumni, donors, and industry partners. The following components are critical to the success of the Foundation's mission to promote and support FFA programs as well as to educate and communicate its efforts, successes and the impact funds raised have on the Idaho FFA program.

***This position helps to manage the following programs: Scholarships, Gift of Blue, leadership conferences, state convention, online giving, annual raffle, career tours, any other programs***

### **Program Management & Execution**

- Assist in managing the annual raffle program, including data entry, scheduling, and raffle ticket processes
  - Plan and execute contracts for Home & Garden Shows, Ag Shows, and other events for the annual raffle
  - Work with industry partners to schedule raffle sale dates, FFA events, and career tours
  - Assist with hosting the annual raffle ticket drawing event (annually in July)
- Oversee the scholarship program
  - Design/create application/rubric and upload to software portal
  - Coordinate with scholarship judges (recruitment, training, reminders, fielding questions)
  - Assist with scholarship selections and issuance to colleges/universities
- Oversee the grant program
  - Create new applications for student and teacher grants
  - Set and communicate deadlines
  - Assist with grant evaluations and selections
- Assist in managing other Foundation programs: Gift of Blue, Washington Leadership Conference scholarships, Gem State Leadership Conference, State Convention

### **Donor & Stakeholder Relations**

- Liaise between the Foundation and Ag Advisors to ensure Advisors have needed resources/support
- Communicate with FFA advisors, students, and donors via email, phone calls, texting, social media, and Idaho FFA Foundation website to promote FFA Foundation programs
- Occasionally assist with pursuing potential donors/sponsors/supporters for the Foundation, partake in donor relations meetings

### **Program Marketing & Communications**

- Assist with design/creation of annual raffle ticket, poster chapter, and annual banner
- Design/update annual program flyers, marketing materials, and other pieces as needed

### **Administration & Data Management**

- Data management – maintain donor records
- Create and maintain spreadsheets to keep accurate records for all programs
- Administrative functions include minor accounting functions, office duties, filing, data entry, spreadsheet tracking, ordering materials, and other duties as assigned
- Assist with board meeting preparation and recording meeting minutes
- Grant writing as needed for Foundation grant opportunities

## **Travel and Events**

Travel for the Program Manager is likely limited, based on specific need for attendance and availability.

Team travel is mostly Idaho-based with some opportunity to travel outside the state. Events include but are not limited to State Convention (usually first week of April), State Career and Leadership Development Events (usually first week of June), Foundation fundraisers, Summer Outdoor Leadership Retreat (SOLR), Gem State Leadership Conference, golf/sporting clay tournaments, legacy dinners/informational meetings.

## **Knowledge, Skills & Abilities**

- A passion for agriculture education and the Idaho FFA Foundation vision and mission
- Advanced Microsoft Office skills, use of Microsoft 365/Teams
- Experienced with Google products (docs, sheets)
- Experience with WordPress, Divi, Canva, Constant Contact
- Experience with Zoom, Customer Relationship Management Software, and Scholarship software a plus
- Proficient with social media (LinkedIn, Facebook, Instagram)
- Strong critical thinking skills
- Extremely meticulous
- Desire and willingness to learn and embrace new tools and systems
- Excellent planning, time/project management, and strong organization skills
- Strong interpersonal and communication skills
- Initiative-taking, self-starter that possesses the ability to work independently
- Strong writing and communications skills
- Willing to travel occasionally for required for certain meetings/team functions

## **Education & Experience**

- Bachelor's degree preferred; Business or Programs Management focus preferred but not required
- 3-5 years of pertinent job experience required
- 2-5 years of experience in program management required
- Customer service & people skills required
- Microsoft Excel knowledge required
- Microsoft Office: 3 years (Preferred)
- Non-profit experience (Preferred)
- Experience working remotely (Preferred)
- FFA or Agriculture background is a plus (Preferred)
- Strong customer Service mindset: 1 year (Preferred)
- Scholarship program management experience (Preferred)
- Experience collaborating with volunteers (Preferred)

## **Supervision and Evaluation**

The Program Manager reports to the Executive Director.

## **Employment Type**

This position is posted as a part-time W2 employee. Opportunities for contract arrangements may also be available; interested applicants should contact the Executive Director to discuss options.

## **Compensation and Reimbursement**

The annual compensation is set by the fiscal year (July 1–June 30) and approved by the Foundation Board as part of the annual budget.

- **Hourly Rate:** \$18–25/hour, depending on experience and qualifications
- **Hours:** Average 15–25 hours per week, with some seasonal variation
- **Benefit Stipend:** Part-time staff may receive a \$100/month stipend to help offset personal benefit costs, depending on the final arrangement

Mileage for Foundation business will be reimbursed at the standard IRS rate. Out-of-pocket costs for approved Foundation supplies or business are reimbursed at actual cost. Expenses for attendance at meetings or events are reimbursed or paid as allocated in the Foundation budget, or otherwise approved.

### **Work Environment & Perks**

We offer the benefit of collaborating with a fantastic team in an office that's always close by — your own home office!

- Work from home with provided electronics and office supplies
- Collaborate with a talented team that cares about each other and the community we serve

### **Work Location**

This is a hybrid, work-from-home position that may be based anywhere in Idaho. Some travel will be required for meetings and events, with occasional evening or weekend hours. The work schedule generally aligns with business hours (8 am – 5 pm), though flex hours are available at the manager's discretion.

### **Termination**

The Foundation is an “at will” employer and the employee may be terminated with or without cause or notice. Likewise, the employee may terminate employment with or without cause or notice. However, a 30-day written notice is requested by both parties for termination.

### **Instructions to apply**

Email [Carly@GrowIdahoFFA.org](mailto:Carly@GrowIdahoFFA.org) to apply. Please email your resume, cover letter, and a brief explanation of your ties to agriculture, FFA, and/or nonprofits, along with a description of your current work situation and motivation for seeking part-time employment. The initial round of applications will close on **Oct. 2, 2025.**

### **About the Idaho FFA Foundation**

We are growing the next generation of leaders who will change the world. The mission of the Idaho FFA Foundation is to promote premier leadership, personal growth and career success of Idaho FFA members and agricultural education students by providing strategic financial resources for the Idaho FFA Association.

FFA is the premier youth organization preparing members for leadership and careers in the science, business, and technology of agriculture. This dynamic youth organization changes lives and prepares members for premier leadership, personal growth, and career success through agricultural education. FFA develops members' potential and helps them discover their talent through firsthand experiences, which give members the tools to achieve real-world success. The torch of leadership that FFA ignites in young people burns for a lifetime. Many of our current leaders in education, business, agriculture, and government got their start in FFA. FFA is an intra-curricular student organization for those interested in agriculture and leadership. It is one of the three components of agricultural education.

The Idaho FFA Foundation is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any other legally protected status.