



## JOB OPENING

### Join Our Team as an Administrative & Development Assistant

**Description of Position:** The Arizona Agricultural Education/FFA Foundation is growing our team and searching for a full-time Administrative & Development Assistant to support the Foundation. The Administrative Assistant will work closely with the Foundation staff and Board of Trustees to meet the goals of the organization. Our ideal team member would be highly motivated, self-starter, very organized, detail oriented, enjoys engaging with people, passionate about our mission, and is customer service oriented. The Administrative Assistant will serve as an essential member of a small team. We are looking for a person who will bring new ideas, enthusiasm, and professionalism to our mission of supporting the agriculture education and FFA in Arizona. Some overnight travel and weekends will be required.

This is a great opportunity for leaders that are passionate about supporting the education and the long-standing traditions and leadership development of FFA programs throughout the state of Arizona.

The successful candidate will work under the supervision of the Executive Director, with the responsibilities below.

#### **Responsibilities include, but are not limited to the following:**

- The ability to convey the Arizona Agricultural Education/FFA Foundation's mission and key impact areas
- Provides administrative support to ensure efficient operation.
- Support Executive Director in accomplishing the foundation's objectives as well as day to day activities
- Supports team by performing tasks related to organization
- Database management
- Work closely with Foundation Committee Chairs and volunteers.
- Assist with events: annual Blue & Gold Gala, Bustin Clay for FFA Trap Shoot, and other events
- Prepare annual donor renewals, monitor payment/renewal status, and update database.
- Communicate with donors and potential donors as needed
- Assist in preparing Quarterly Board Meeting material
- Provide Administrative support as needed for the Executive Director and Board of Directors.
- Programs managed: Blue Jacket Legacy Program, Fundraising for Ag Education Raffle, Gala Raffle, assist with soliciting auction and raffle items for the gala and trap shoot, Reception Registration, Honor Program, raffle management and other programs as needed.
- Perform other duties and responsibilities as assigned
- Support the stewardship of current donors and sponsors
- Donor engagement for deliverables
- Compile mailing lists and/or other data for communication efforts

- Assist with preparing various reports and applications

**Required Qualifications:**

- Exhibits polite and professional communication
- Demonstrated ability to be a self-starter, take direction, and be coachable
- Detail-oriented and willing to learn
- Discipline to work remotely
- Relevant education, experience, and/or skills related to the job description
- Excellent written and oral communication skills
- Proficiency in Microsoft Office Programs including Excel, Word, and Access.
- Competence in Google Docs and database management
- Experience with customer service
- Valid driver's license and current automobile insurance
- High School Diploma

**Preferred Qualifications**

- Cultural awareness of the agriculture community
- Strong understanding of technology and Customer Relations Management
- Bloomerang and GiveSmart Platform experience helpful

**Location:** Applicants must reside in the West or Northwest Valley of Phoenix area. Staff will work from home and meet occasionally for staff meetings in the Northwest Valley. Training will be held in the Northwest Valley.

**Work Schedule:** Full-time during regular business hours 8:30 am – 5:00 pm, Monday through Friday and occasionally evenings or weekend pending events and other travel.

**Work Environment:** Employee will work primarily remotely in the West or Northwest valley of Phoenix. Necessary equipment will be provided. This individual must have access to internet and a vehicle, which must be available as needed for work travel (mileage reimbursement provided). Must be able to drive, stand, and sit for extended periods of time and be able to lift 25 lbs. All employees will be subject to a background check.

**Compensation:** \$19.23 an hour

**Benefits:** Health Insurance stipend, paid sick time, workers compensation, paid vacation, stipend for cell phone, work from home

**How to apply:** In one pdf document, email a cover letter, resume, and references.

Pre-submittal questions may be directed to Rochell Planty at [foundation@azffaoundation.org](mailto:foundation@azffaoundation.org)

The position is open until it is filled.

Email packet to [Foundation@azffaoundation.org](mailto:Foundation@azffaoundation.org).

**EQUAL OPPORTUNITY EMPLOYER**