



Job Description

Program & Administrative Coordinator

Reports To: Executive Director

Employment Status: Fulltime

Employer: Arizona Agricultural Education/FFA Foundation

Location: Hybrid – Must be a resident of Arizona and live in the Phoenix valley area. Regular travel to Peoria, AZ area is needed.

Arizona FFA Foundation Summary

The Arizona Agricultural Education/FFA Foundation is a 501(c)(3) nonprofit organization established in 1985 to support and advance agricultural education and FFA programs across the state. Governed by a dedicated volunteer leadership structure including a 15-member Board of Trustees and a 6-member Advisory Board. The Foundation focuses on long-term growth and sustainability. The mission is Empowering the next generation of agricultural leaders: The Arizona Agricultural Education/FFA Foundation cultivates strategic partnerships and secures financial resources to invest in Arizona's FFA members, agricultural educators, and communities. By doing so, we empower FFA members to develop strong leadership skills, achieve personal growth, and build successful careers.

Position Summary

The Arizona FFA Foundation is seeking a highly organized, collaborative, and mission-focused Program & Administrative Coordinator to support and strengthen the Foundation's operational, fundraising, and programmatic efforts.

This role plays a vital part in advancing the Foundation's mission to support agricultural education and FFA programs across Arizona. The Coordinator oversees day-to-day administrative operations, manages donor records and CRM systems, supports program implementation, and coordinates signature fundraising and engagement events.

As a key member of a small but dynamic team, the Coordinator must be a proactive team player who thrives in a collaborative environment while also working independently. This individual will partner closely with the Executive Director, Board of Directors, volunteers, sponsors, and community partners to ensure operational excellence, meaningful donor stewardship, and high-quality program and event delivery. The ideal candidate brings strong attention to detail, a service-oriented mindset, and a commitment to building relationships that sustain and grow the Foundation's impact.

Key Duties & Responsibilities

Operations & Organizational Management

- Provide oversight of daily administrative and operational functions
- Manage and optimize the Foundation's CRM system, ensuring data integrity, reporting accuracy, and effective donor tracking
- Lead annual donor renewal processes and stewardship workflows
- Track, manage, and fulfill sponsorship deliverables, ensuring contractual and relationship expectations are met
- Develop systems, workflows, and documentation to improve operational efficiency
- Support operational reporting and administrative processes assigned

Programs Leadership

- Lead coordination and administration of the Agriculture Education Scholarship Program
- Manage the Blue Jacket Legacy Program, including inventory, logistics, and statewide distribution
- Ensure program timelines, deliverables, reporting, and documentation are met

Events/Programs & Fundraising

- Plan, manage, or assist with the Foundation programs & events, including but not limited to:
 - The Blue & Gold Gala
 - Career & Education Expo
 - Blue Jacket Legacy Program
 - Cultivation Events
 - Cullison Scholar Program and Agriculture Education Scholarship Program
- Provide leadership for event logistics, vendor coordination, volunteer management, and on-site execution
- Assist in soliciting silent auction donations and managing auction logistics and fulfillment
- Conduct post-event reconciliation, reporting, and follow-up

Board & Committee Engagement

- Work closely with the Executive Director to support the Board of Directors
- Prepare and compile board meeting materials, reports, and supporting documentation
- Manage board and committee meeting notices, minutes, scheduling, and logistics
- Support committee coordination

Qualifications & Professional Skills

- Demonstrated senior-level professional communication skills, with the ability to engage effectively with board members, donors, sponsors, volunteers, and partners
- Proven self-starter with the ability to operate independently, exercise sound judgment, and manage priorities with minimal supervision
- Exceptionally detail-oriented with strong organizational, project management, and time-management skills
- Advanced proficiency in Microsoft Office Suite (Excel, Word, Access) and Google Workspace (Docs, Sheets, Drive)
- Strong customer service orientation, with a high standard of professionalism and responsiveness
- Excellent written and verbal communication skills, including, correspondence, reports, sponsorship deliverables, and board materials
- Ability to manage multiple complex projects, deadlines, and deliverables simultaneously
- Minimum of 3–5 years of progressively responsible experience in nonprofit operations, development, programs, or event management
- Experience working with boards, committees, CRM systems, and fundraising events strongly preferred

Work Schedule

Full-time during regular business hours Monday through Friday and occasionally evenings or weekend pending events and other travel.

Work Environment

This employee will work primarily remotely. Necessary equipment will be provided. This position requires some same-day travel and occasional overnight travel to fulfill the job description. This individual must have access to a vehicle, which must be available as needed for work travel (mileage reimbursement provided). Must be able 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 & Benefits

- Hourly Rate: \$25/hour
- Stipends: Monthly support for insurance, internet and cell phone
- Equipment Provided: All essential equipment required to perform your job
- Travel Reimbursement: Approved work-related mileage and other business travel expenses
- Paid Holidays: 14 observed holidays annually including 1 personal floating holiday

- Paid Time Off (PTO): 10 days per year, accrued monthly beginning after probation period
- Sick Leave: Accrued sick time

The Application Process

To apply (packet should not exceed 4 pages)

In ONE PDF document, email (subject line—Program & Administrative Coordinator) the following information to foundation@azffaoundation.org

- Cover letter outlining qualifications as they pertain to the job description (1 page)
- Resume (1 or 2 pages)
- Three References

Pre-submittal questions may be directed to foundation@azffaoundation.org

Closing Date: Open until filled (Applications will be reviewed on a rolling basis.)