

# Oregon Agriculture in the Classroom Foundation - Job Description

**Job Title:** Executive Director

**Reports To:** Oregon Agriculture in the Classroom Foundation Board of Directors.

**Supervises:** Oregon Agriculture in the Classroom (AITC) staff, contract employees and program volunteers.

**Position Summary:** This position, located in Corvallis, Oregon, will be responsible for directing the Oregon Agriculture in the Classroom Foundation. The program is guided by a Board of Directors. Oregon AITC develops, promotes and presents K-12 educational resources statewide. The program has been designed to enhance the ability of teachers to increase student knowledge about agriculture while meeting state standards in science, social studies, math, English Language Arts and nutrition. Fundraising and grant writing are key components to this position, along with financial oversight and personnel management.

Although the program is housed on the Oregon State University campus, it is not an OSU position. The Executive Director will be required to report to the Oregon AITC office on the OSU campus.

## **Responsibilities:**

- Administration and leadership of the organization including budgetary, personnel, and educational resources.
- Fundraising for the program, coordinating major fundraising events (e.g. Fall Harvest Dinner), grant writing, solicitation of sponsorships, and regular communication with sponsors.
- Oversight of Oregon AITC programs including Washington County program, annual literacy project, school year calendar, grand-funded projects, materials and other media and resources.
- Develop and maintain effective partnerships with others serving education (formal and informal) and the agricultural community.
- Promote Oregon AITC at state, regional and national agricultural conferences, and conventions.
- Serve as the state Program Leader for the National Agriculture in the Classroom Organization.

## **Minimum Qualifications:**

- BA or BS from an accredited college or university in agriculture, business, education or related field or ability to obtain one prior to start. Equivalent experience in place of degree will also be considered.
- Evidence of excellent oral and written communication skills (i.e. public speaking, presentations, social media, electronic).
- Evidence of fundraising ability and experience.

- Experience with word processing (Word), spreadsheets (Excel) and presentation software (PowerPoint).
- Ability to work with diverse audiences.
- Experience and/or knowledge in and about Oregon agriculture.
- Must have a valid driver's license, an acceptable driving record and pass a background check.

**Preferred Qualifications:**

- Knowledge of current trends in education, including familiarity with education standards (Common Core State Standards, Oregon Science Standards, etc.).
- Experience in the development and writing of K-12 resources.
- Positive experiences with managing people and projects.
- Experience in working with a non-profit organization and board.

**Physical Requirements:**

- Lifting or moving up to 40 pounds occasionally.
- Work involves sitting a fair amount of time, but may involve walking or standing for brief periods of time.

**Salary Range:** \$55,000 - \$65,000 depending on experience

**Benefits:** Oregon AITC offers a Health Reimbursement Account, Simple IRA with 3% employer contribution, three weeks of paid time off annually, personalized professional development and growth opportunities, the opportunity to have a tremendous impact on Oregon agriculture and develop extensive networks within the agriculture and education communities.

**Please upload a single PDF with the following components to the [online application form](#):**

- 1) Resume
- 2) Cover letter
- 3) A list of names and contact information for three references familiar with your work
- 4) Answers to the following questions:
  - Describe your leadership experience with a Board or non-profit organization.
  - Describe your demonstrated ability to form collaborative and productive partnerships with a diverse set of stakeholders and staff.
  - Describe your fundraising/grant writing experience.

All application materials must be received on or before **July 28, 2023** [via the online application form](#). Position will remain open until filled. For additional questions contact Oregon AITC Board Chair, Dawn Alexander at [dmalex289@msn.com](mailto:dmalex289@msn.com).