



POSITION DESCRIPTION

Position Title: 4-H Foundation Manager (part-time)
Reports To: North Dakota 4-H Foundation Board Chair
Effective: September 2017

Purpose of the position: To provide professional administrative leadership to ensure the ND 4-H Foundation, Inc. operates in an organized, efficient and professional manner. The 4-H Foundation Manager provides the necessary leadership skills to work effectively with the board, donors, Extension staff and key partners. The ND 4-H Foundation provides private resource development and financial support to the North Dakota 4-H program, a programmatic component of the NDSU Extension Service.

Reports to: North Dakota 4-H Foundation Board Chair.

Time expectations: This is equivalent to a 1/3 time position. It includes travel related to the responsibilities of the position. A travel budget will be provided.

Benefits of this position: To help the ND 4-H Foundation, as a 501c3 non-profit, be in good standing with its stakeholders.

Major Responsibilities: Provide administrative leadership related to the North Dakota 4-H Foundation and activities related to the ownership of the ND 4-H Camp near Washburn, ND and its other assets.

This includes but is not limited to:

- Create and manage detailed calendar and project management tasks
- Prepare materials including creating and maintaining documents and records (paper and electronic) related to donors, grantees, projects and board policy
- Assist with special events and projects as identified by the board and to include board committee work
- Assist with board management including identifying, recruiting, training and engaging board members
- Assist with an active public relations and marketing effort that communicates Foundation activities to the Board, Extension staff, donors and the broader community to continually build a broad base of public support for 4-H youth development programs
- Assist with financial management, budget preparation, cash flow management and other activities related to the Foundation. Facilitate information sharing with external entities responsible for auditing, accounting, investment management and other activities

Qualifications:

- At least 3 – 5 years of experience working in Executive Administrative roles.
- Strong project management skills.
- Excellent communicator, including writing, speaking, editing and proofreading skills, with great attention to detail.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel and PowerPoint)

- Non-profit or customer-oriented background.
- Ability to self-start, work independently and achieve high standards to meet multiple deadlines.
- Work effectively with others in a team-oriented environment with a positive, can-do attitude. Adept in developing and maintaining strong relationships with others.
- Exhibit a high degree of professionalism, business judgment, tact and diplomacy.
- Excellent problem-solving skills.

Preferred:

- Bachelor's degree preferred.
- Knowledge of 4-H and/or youth development and leadership programs.

Office location: Office space and support is available at North Dakota State University, Family Life Center 322. Flexible work arrangements within North Dakota will be considered.

Duration: This is a part-time continuing appointment based on satisfactory work performance.

Compensation: Commensurate with experience.

Policy of Nondiscrimination: The North Dakota 4-H Foundation, as an integral part of the NDSU Extension Service 4-H Youth Development Program, is committed to NDSU's policy of nondiscrimination.

How to Apply:

Submit a cover letter and resume stating qualifications no later than September 20, 2017 to:
North Dakota 4-H Foundation
Dept. 7280 P.O. Box 6050
Fargo, ND 58108-6050

Applications can also be dropped off at:
Alice Amundson
Center for 4-H Youth Development
FLC 219
NDSU Campus
Fargo, ND

Applications must be received by September 20, 2017 for full consideration.