



## **NATIONAL AGRICULTURE IN THE CLASSROOM ORGANIZATION JOB DESCRIPTION**

**Position:** Executive Director

**Job Description Date:** 7/29/2021

**Location:** Remote

**Schedule:** Fulltime, 12-month

### **Summary:**

This position provides leadership and direction to grow the agricultural literacy of students and teachers in collaboration with farm and commodity organizations, the agriculture industry, and education leaders. Representing all 50+ state and territory Agriculture in the Classroom programs at relevant national events, the Executive Director will work as the project director on the USDA/National Institute for Food and Agriculture (NIFA) and the Food and Nutrition Service (FNS) federal grants to make sure the direction of the National Agriculture in the Classroom Organization (NAITCO) Executive Committee is implemented.

The Executive Director will engage with a volunteer team that is intricately involved in nationwide curriculum development and aligning classroom resources to academic standards. They will oversee the daily operations while providing leadership and guidance to current and future staff. Working with the USDA/NIFA and USDA/FNS to promote and advance agriculture education efforts with Pre-K-12 audiences will be imperative to the success of this position.

The Executive Director will assist in supporting the 50+ state and territory Agriculture in the Classroom programs through organizing orientations for new state leaders, award and grant programs, and regional and national professional development experiences. Specifically, they will oversee webinars for NAITCO state development and/or other professional development; oversee mini-grants and scholarship programs supported by USDA/NIFA, the CHS Foundation, and Nutrien, Ltd.; and manage grants and other funding opportunities while supervising staff related directly to grants. Additionally, they will organize and plan the annual National Agriculture in the Classroom Conference.

This position will help ensure there is relevant and science-based information about agriculture available and utilized by NAITCO target audiences. The Executive Director will assist in resource material development and procurement to supplement agricultural literacy efforts and teacher requests. They will also oversee marketing and promotion of NAITCO national and state and territory programs. The candidate should have strong verbal and written communications skills and will need to be adaptable to handle a variety of activities with staff and volunteer involvement.

### **Job Responsibilities:**

#### Essential Functions

- Provide ongoing management to NAITCO including supervision of all approved staff.
- Provide strong fiscal management to NAITCO including the development of budgets, investments, and timely reporting.
- Work in conjunction with the Executive Committee in determining appropriate use of NAITCO funds.

- Work in conjunction with the Executive Committee on spending and reporting on USDA grant funds.
- Lead and/or coordinate the work of NAITCO standing committees.
- Lead the advancement of the Agriculture in the Classroom program and ensure there is alignment with the mission and goals of NAITCO in accordance with the strategic plan.
- Lead the development of marketing strategies to promote NAITCO and its mission.
- Collaborate with agriculture commodity organizations, agribusiness partners, and other like-minded organizations on agricultural education activities and programs.
- Facilitate professional development programs for Agriculture in the Classroom state and territory contacts.
- Oversee management of meetings of the Executive Committee of NAITCO.
- Oversee management of meetings of the state and territory contacts for NAITCO.
- Serve as the project director for NAITCO to administer the USDA/NIFA and USDA/FNS grants, including the submission of future funding requests per directives from NAITCO Executive Committee.
- Manage contract labor (conference planning, curriculum development, etc.).

**Nonessential Functions:**

- Perform other job-related duties or special projects as assigned.

**Qualifications:**

The qualifications listed below are representative of the knowledge, skills, and abilities required for the position of Executive Director:

- Bachelor's degree in education or related field is required. Advanced degree preferred.
- Administrative experience including budget and personnel management.
- Experience in curriculum design, development, and presentation.
- Background in agriculture or agricultural education preferred.
- Excellent decision-making, time management, and project management skills.
- Strong oral and written communication skills.
- Proven business acumen and financial management skills.
- Proven organizational and analytical skills.
- Travel required up to 30%, including overnight stays.

**Salary:**

- Range from \$65,000 to \$85,000 depending on experience

**Employee Benefits:**

Health Insurance:

- Menu of plans from Oasis from which to select
- Shared premium: 65% employer / 35% employee

Dental Insurance:

- Shared premium: 65% employer / 35% employee

Term Life Insurance:

- 1 x salary (\$100k maximum) 100% employer paid
- Additional available at employee option

**Long-term Disability & Short-term Disability:**

- 100% employer paid

Vision Insurance

- 100 % employer paid

Paid Time Off:

- Vacation per years of service.
- Sick Days earned @ ½ day per month after 90 day waiting period. Full 6 days each January 1<sup>st</sup>
- 8 paid holidays (start off with two weeks); identified 6 paid holidays and 2 floating holidays

401k match:

- \$1 employer /\$1 employee
- Maximum match is 5% of annual income

**To Apply:**

Please submit resumé and cover letter to Denise Stewardson, NAITCO President, at [denise.stewardson@usu.edu](mailto:denise.stewardson@usu.edu). **The deadline for cover letters and resumé is August 12, 2021.**