

JOB DESCRIPTION

POST DATE: 7/27/2021 **CLOSE DATE:** 8/27/2021 **DESIRED START DATE:** 11/1/2021

WORKING TITLE: Executive Director

STATUS: Exempt, Full Time

ORGANIZATION NAME: Texas FFA Association

LOCATION: Austin, TX

REPORTS TO (TITLE(s)): Texas FFA Association Board of Directors

SUPERVISES: All Texas FFA Association staff and interns

JOB SUMMARY:

The executive director provides for oversight, management, development and direction for the Texas FFA Association. The executive director should have strong competencies in influential communication, entrepreneurship, customer service, leadership, sales and people management. The executive director will report to the chairman of the Texas FFA Association Board of Directors and Executive Board. The individual selected for this position must possess the ability to manage multiple programs and people simultaneously efficiently and effectively and must have a strong understanding of the FFA's programs, as well as program management experience.

To apply, submit a resume and letter of interest to Dr. Candis Carraway at carrawaycl@sfasu.edu.

ESSENTIAL FUNCTIONS:

The significant responsibilities of this position include but are not limited to:

- Issue charters to local chapters when directed to do so by the State Board of Directors.
- Keep official records of members and the progress of the Association.
- Review all reports from Area Associations and inform the State FFA Board of Directors of any proceedings which conflict with the provisions of the Texas FFA Constitution.
- Submit an annual budget to the State FFA Board of Directors.
- Provide for complete and accurate minutes of the meetings of the Governing Body and furnish copies to members of the State FFA Board of Directors.
- Keep a record of all officers of the Texas FFA Association/Texas Association of Future Farmers of America and their terms of office, and of all official state convention delegates.
- Arrange for the annual state convention.
- Be responsible for the financial assets of the organization, except as otherwise directed by the State FFA Board of Directors.
- Present an annual financial report to the State FFA Board of Directors, Texas FFA Officers, and official delegates at the state convention.
- Advise the State FFA Officers, Board of Directors, delegates, and committees on matters of policy and assist the Officers in conducting meetings and carrying out programs.
- Serve as an ex-officio member of all committees.
- Provide for the review of all applications and submit them to the Board of Directors for approval.
- Provide oversight for all organizations which fall under the jurisdiction of the State FFA Board of Directors.
- Coordinate and oversee competitive events and student recognition programs sanctioned by the State FFA Board of Directors.
- Approve usage of and oversee use the FFA emblem and trademarks in accordance to the policies of the National FFA Organization and Texas FFA Association.
- Provide oversight and leadership to the staff of the Texas FFA Association in accordance to State FFA Board policies.
- Facilitate FFA programs in concert with other association staff.

EDUCATION:

Bachelor's degree required. Master's preferred.

EXPERIENCE:

At least three years of experience teaching school-based agricultural education. FFA program management as well as team building and leadership training experience is desirable. Experience in managing financials, marketing and human relations is preferred. The executive director should have strong writing and proofreading skills, appropriate technical skills to operate MS Office software, manage large databases, troubleshoot electronic applications and complete basic web design and maintenance, have strong customer service skills, capacity to interpret data and be willing to perform some duties in locations not in the Austin area.

INTERNAL/EXTERNAL CONTACTS:

Level of Responsibility

- Employees at this location.
- FFA representatives at other locations.
- General public.
- Professional associations.
- Vendors.
- Governmental offices.

Daily

X

Weekly

X
X

Monthly

X

Periodically

X
X

Rarely

EQUIPMENT KNOWLEDGE:

X
X

Computer
Calculator

X
X

FAX Machine
Copier

X
X

Telephone
Camera

X
X

Printer
Audio Visual

X
X

Scanner
Smart Phone

PHYSICAL DEMANDS:

X
X
X
X

Writing
Standing
Mobility
Climbing
Sitting

X
X
X

Walking
Driving
Pushing
Lifting to 15 lbs.
Other:

X
X
X
X

Speaking
Carrying
Reaching
Traveling by Air/Car
Other:

X
X

Hearing
Crawling
Squatting
Travel Time ≤30%
Other:

X
X

Seeing
Pulling
Kneeling
Attend Convention
Other:

MENTAL DEMANDS:

X
X
X
X

Reasoning
Detailed Work
Changing Priorities
Reading Documents or Instructions
Other:

X
X
X
X

Analytical Reasoning
Customer Contact
Language
Multiple Concurrent Tasks
Other:

X
X
X
X

Math
Presentations
Training
Constant Interruptions
Other:

X
X
X

Problem Solving
Verbal Communications
Written Communications