



POSITION DESCRIPTION

POSITION TITLE: Foundation Director

POSITION SUMMARY:

Responsible for strategizing, overseeing and managing the operations of the Wisconsin Farm Bureau Foundation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promote and support the vision, mission and values of the Wisconsin Farm Bureau Foundation while developing a strategic plan for fundraising.
- Build value, capacity and cohesion between the Foundation and Wisconsin Farm Bureau Federation (WFBF) surrounding education, leadership development and fundraising activities.
- Identify and pursue annual funding sources that include major gifts, grants, individual donors and a planned giving program.
- Lead the development of new fundraising opportunities collaborating with appropriate WFBF staff.
- Maintain strong relationships with current donors while prospecting new donor relationships.
- Actively search for grant opportunities and collaborate with appropriate WFBF staff in the writing and submitting of grant proposals.
- Maintain records of all donor partnerships and gift agreements.
- Provide timely gift administration including gift tracking and acknowledgement.
- Understand the Foundation budget and work with the WFBF Executive Director of Operations on its development.
- Provide regular reports to the Foundation Board of Directors regarding fundraising and programming progress.
- Support, develop and engage with the Foundation Board of Trustees on fundraising and programming.
- Leverage Wisconsin Farm Bureau Foundation Legacy Tree giving society to engage, solicit and steward major contributors to the Foundation.



- Create relationships and links with agriculture, communities, and leaders across the state.
- Build industry relationships as they pertain to sponsorships, corporate contributions and other fund development work.
- Collaborate with WFBF staff to educate and develop a communications plan with the membership about the Foundation.
- Oversee a Foundation marketing program and collaborate with Director of Sustainability and Foundation Communications to ensure integration with fundraising plans to create messaging that is consistent among WFBF and the Foundation.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Excellent time management skills with the ability to simultaneously manage multiple projects and meet deadlines.
- Strong interpersonal skills, including the ability to professionally manage relationships.
- Proven ability to work independently as well as in a team environment, initiating, organizing, and completing projects and activities.
- Excellent leadership skills and strong verbal and written communication skills.
- Ability to work cooperatively with leaders, volunteers, WFBF staff and current and future donors.
- Able to work flexible hours, including evenings and weekends as necessary. Some travel involved.

REQUIRED EDUCATION AND EXPERIENCE:

- B.A. or B.S. degree in Agriculture, Business or related field and 5 years of fundraising experience or equivalent required.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.

TO APPLY:

E-mail resume to:

Mark Schuster

VP of Organizational Development

Wisconsin Farm Bureau Federation

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