



**MONTANA**  
STATE UNIVERSITY

**EXTENSION**

## **Position** *Announcement*

### **MSU Extension Personnel**

309 Culbertson Hall  
P.O. Box 172230  
Bozeman, MT 59717-2230  
Tel (406) 994-1752  
<http://www.msuextension.org>

**Title: Executive Director, Montana 4-H Foundation, Inc. (0.75 FTE position) - Re-advertised**

**Position # 4-09**

**Location: Bozeman, Montana**

**Start Date: (negotiable)**

**GENERAL:** Montana State University Extension and the Montana 4-H Foundation, Inc. are seeking applications for the position of Executive Director of the Montana 4-H Foundation. The 4-H Foundation is a partner with the 4-H Center for Youth Development at MSU to provide ongoing financial and other resource support to the Montana 4-H program. Currently, Montana 4-H serves 21,368 youth annually through 4-H community clubs, school enrichment, out-of-school programs, and special interest activities (For additional information, please visit our extension web page at <http://extn.msu.montana.edu> or the 4-H web site at <http://montana4h.org>).

**PURPOSE:** To provide leadership in planning and executing a comprehensive annual and long range resources development/fundraising program for the Montana 4-H Foundation. This position is accountable for private sector fund development and administrative management and accounting of the Foundation records and operations.

**RESPONSIBILITIES:** Resource development is the major function of the position and will include the following:

1. Working with the Director of Extension, State 4-H leader and State Staff to identify and prepare annual funding needs and interpret those needs to the Board of Directors.
2. Assisting the Board of Directors in the development of an annual and long range plan of resource development for the Foundation consistent with the identified needs of the Montana 4-H program. Carry out those plans as approved.
3. Identifying sources, researching and soliciting support from the private sector (individuals, groups, businesses, corporations, foundations, etc.) in cooperation with Board members and other volunteer fund-raisers.
4. Preparing proposals as needed for major donor contacts and grant applications.
5. Planning, directing and coordinating all fund raising activities related to the Foundation.
6. Receiving, acknowledging and administering all gifts to the Foundation in accordance with established Foundation policies, and 4-H program, including maintaining accurate donor records and preparing periodic reports.

Coordinate the planning and operation of the Foundation by:

1. Working in partnership with the administrative support personnel to maintain up to date donor management information system, financial information system and benefits reports to counties.
2. Working with the State 4-H Leader and 4-H Staff in providing and accounting for budgeted program funds.
3. Providing effective and timely communications to Directors, County Foundation Representatives, county and state extension staff, ambassadors, and 4-H organizations through: Newsletters, news releases, email, teleconferences, leader training and meetings, and other appropriate methods. Maintaining effective relations with the Board of Directors of the Foundation and its committees
4. Designing, coordinating and providing training on fund development and special projects to Directors, county representatives, other volunteers and extension staff
5. Participating in training and professional affiliations

Accountability and relationships for this position shall be to:

1. The Director of Extension or designee and Board of Trustees for effective management and operation of the Montana 4-H Foundation.
2. The Director of Extension or designee and Executive Committee of the Montana 4-H Foundation
3. Work closely with State 4-H Leader, State Specialists and support staff
4. Cooperate with Extension field staff members on matters of mutual concern, and serve as an interface between Extension programs and the Foundation.
5. Work with members of the staff of the National 4-H Headquarters and National 4-H Council on matters concerning National support and donor cultivation

Will occasionally work evenings and weekends, with occasional travel within and out of the state as necessary.

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**Required Qualifications:**

1. Earned master's degree (must have degree in hand by date of employment); and relevant work experience in fund development or closely related field.
2. Demonstrated understanding of 4-H youth development programs.
3. Ability to provide leadership in planning, organizing, directing and evaluating fund development programs.
4. Ability to maintain and build volunteer involvement in fund-raising.
5. Ability to maintain and build board involvement in fund-raising.
6. Experience in fund development for youth programs or other comparable Foundation experience
7. Experience in grant writing and managing

**PREFERRED QUALIFICATIONS:**

1. Demonstrated excellence in foundation administration.
2. Demonstrated success in grantsmanship and grant writing.

The successful candidate will have excellent written and verbal communication skills; demonstrated ability to communicate effectively with constituencies at the university, county, state and national levels; a familiarity with multi cultural and a variety of socioeconomic audiences; an interest in working with people from diverse backgrounds, and a commitment to the principles of diversity; an understanding of the land grant university mission; and an appreciation for economically and ethnically diverse rural and urban populations. The successful candidate will also possess an understanding of youth program development and support.

**CONDITIONS & BENEFITS:** This position will be a 0.75 FTE, twelve month, professional position with Montana State University Extension. This appointment includes participation in TIAA-CREF, coverage for health and life insurance, Social Security, Workers' Compensation and Unemployment Compensation. **MSU may conduct a criminal history records check on any applicant. The University will not employ persons whose criminal and employment history suggests they may pose a significant risk to youth, faculty, staff or university property.**

**GENERAL INFORMATION:** This position is administratively responsible to the hiring authority of the Vice Provost and Director of Extension. For further specific information regarding the position responsibilities, please contact

Jill Martz, Director  
4-H Center for Youth Development  
(406) 994-3501

Email: [JMARTZ@montana.edu](mailto:JMARTZ@montana.edu)

**Application Procedure:** Screening of applications will begin on **July 7, 2009**, and will continue until a suitable candidate is found. To apply, submit the following:

- A. Letter of application addressing each listed qualification in detail;
- B. Current resumé;
- C. Names, addresses and phone numbers for five professional references;
- D. Criminal information sheet (<http://extrn.msu.montana.edu/Jobs/jobsinextension.html>); and
- E. Advertising track form (<http://extrn.msu.montana.edu/Jobs/jobsinextension.html>)

Submission of items A, B and C in electronic form is encouraged (Word, WordPerfect or PDF), but a signed letter of application must also be sent by mail in order to assure receipt of original signature. Send files as attachments to [MARYFRAN@montana.edu](mailto:MARYFRAN@montana.edu).

Paper documents may be sent to:

Mary Fran San Soucie, MSU Extension Personnel  
307 Culbertson Hall  
PO Box 172230  
Bozeman, MT 59717-2230  
406-994-6648  
Fax: 406-994-1756

**ADA/EO/AA/VETERAN'S PREFERENCE:** In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. MSU makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. To claim veteran's preference or request accommodation, contact Human Resources/Affirmative Action, Hamilton Hall, MSU, Bozeman MT 59717-2430; 406-994-2042. MSU's Affirmative Action Non-Discrimination Policy and Procedures are on the Web at [www2.montana.edu/policy/affirmative\\_action/](http://www2.montana.edu/policy/affirmative_action/).

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