



Maryland 4-H Foundation, Inc.

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**UNIVERSITY OF MARYLAND
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
UNIVERSITY OF MARYLAND EXTENSION (UME)**

POSITION ANNOUNCEMENT

Title: *Manager*

Functional Title: *Manager, 4-H Foundation*

Position Number: **1 0 3 2 3 1**

Category Status: *Exempt, Regular, Full-time*

Unit: *AGNR-UME-4-H Youth Development*

Home Office Location: *Maryland 4-H Center, University of Maryland, College Park, MD*

Position Summary/Purpose of Position:

This exempt position is a permanently funded full-time 12-month appointment with University of Maryland Extension. The Maryland 4-H Foundation works to raise funds based on priority needs identified by the Maryland 4-H Youth Development Program addressing six overriding pillars / principles of youth development. As an out-of-school time youth development education program, 4-H is directed and managed by Extension educators, working with volunteers, in 23 counties and Baltimore City. This position is accountable to the 4-H Foundation Board of Directors for asset goals and reports to the State 4-H Program Leader. This position will be responsible for developing a comprehensive fund development plan to align with asset goals in the Foundation strategic plan. This position provides day to day supervision of two employees that manage the business operations of the Foundation. The Foundation Manager oversees accountability and measurable objectives in congruence with the 4-H Program and 4-H Foundation Strategic Plans for approval by the State 4-H Program Leader, 4-H Foundation Board of Directors, and in collaboration with the AGNR Development Officer. This position works with Foundation employees to manage required reporting requirements related to a 501(c)3.

MANAGER FUNCTIONS:

- Chief leadership responsibility for the Foundation including direction and oversight of administration, accounting, development, communications, reporting and related activities necessary to ensure the sound operation of the Foundation.
- Board development and engagement.
- Oversee the branding and marketing efforts of the Foundation to provide a clear message of mission and needs.
- Liaison with Maryland 4-H Program, National 4-H Council, 4-H Grows campaign and University counterparts.
- Direct supervisor of Business Specialist and Foundation Operations Coordinator.

Specific Duties:

Administration

- Manages the Maryland 4-H Foundation office, operations, and staff through adherence to the strategic plan and budget.
- Liaison with external firms responsible for investment management.
- Leads periodic strategic planning efforts in collaboration with the Board.
- Leads annual operations planning including budget development.
- Provides appropriate and timely reports to faculty, donors, board members, and administration.

Board development and engagement

- Provides leadership for development of a diverse Board of Directors, including the identification, recruitment, and training and support of Board members to engage them in sound governance and fund-raising strategies.
- Ensures timely communication and coordination with the Board on major initiatives.

Communications and external relations

- Regularly communicates Foundation activities to Board of Directors, Extension, University counterparts and donors.

- Liaison with 4-H program faculty & staff for 4-H marketing and promotion of programs, visibility, efforts as they relate to fund development.
- Leads the timely preparation and distribution of the annual report.
- Ensures timely preparation and publication of the yearly event calendar.

Accounting, fund development and financial reporting

- Ensures timely and accurate financial reporting to Board and stakeholders.
- Provides oversight and support to Foundation Operations Coordinator and Business Services Specialist, accountants, and auditors to meet fundraising goals and for completion of annual audit, IRS reporting, and state and university auditing requirements for foundations.

Qualifications:

Required –

- Bachelor's degree with 3 – 5 years of experience.
- Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for the full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credit being equivalent to one year of experience.
- Committed to ethical standards and models behaviors befitting the leadership and fiduciary functions of the position.
- Self-starter and goal driven.
- Recognizes fiduciary role of the Foundation and commits to management
- Practices to engender trust in operations.
- Positive attitude, show concern for people and community, demonstrate presence, and good listening ability.
- Strong communication skills across multiple audiences with emphasis on timeliness and accuracy.
- Literate and proficient with social media.
- Travel (day and overnight) as necessary to successfully perform duties.
- This position is subject to a Criminal History Record Check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

Preferred –

- Master's, MBA or related professional credentials preferred.
- Course work in fundraising, communications, marketing, and youth development.
- Experience with the 4-H Youth Development Program is desired.
- Knowledge of basic non-profit financial control requirements preferred.
- Preferred experience overseeing fund raising events.
- Ability to utilize and apply computer technology proficiently.
- Previous experience with Board development is desirable.

Physical Demands of the Position:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- **Nature of the Position:** This position frequently presents information through vocal and written communication to individuals of various ages, socio-economic, and educational backgrounds.
- **Physical Demands:** A routine part of this position's responsibilities would be to transport materials to and from teaching and event locations, including loading and unloading the vehicle. The employee will frequently lift and/or move items weighing up to 20 pounds. Set-up and teardown of displays, tables, and chairs would be necessary at many teaching sites.
- **Environmental:** Team driven, office environment of professional character, competence, and collaboration. Deadline driven in terms of program planning and reporting. This position requires the employee to work outdoors at certain times of the year, especially during the time field research,

demonstrations, and meetings are conducted as well as annual county fair. This may occur during very hot and/or inclement weather.

- **Visual Acuity:** Visual acuity is required for preparing and analyzing written or computer data and presentations.

Salary & Benefits:

Salary will be commensurate with experience starting at \$62,712. (Range \$62,712-\$78,391). The University of Maryland offers an extensive [benefits package](#).

Applications:

All candidates must apply online at <https://ejobs.umd.edu/postings/105905>. A complete application packet includes a letter of application, resume, copies of transcripts (official transcripts will be required if offered the position), and three (3) professional references, including name, mailing address, telephone number, and e-mail address.

Closing Date: For best consideration, apply by **April 21, 2023** or until an acceptable candidate is identified.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.