

# **Pennsylvania FFA Association Executive Director**

## **THE POSITION**

Pennsylvania FFA Association Executive Director

## **HOW TO APPLY**

- Submit cover letter, resume, and 3 professional reference letters as one pdf file
- Submit a 3-5 minute introductory video introducing yourself, your professional experiences, and why you are interested in this position. Submit as an attached MP4 file.
- All application materials must be electronically submitted using the subject heading: "PA FFA Executive Director" to [hr@paffa.org](mailto:hr@paffa.org)
- Application materials must be received by February 27, 2026 and should include salary requirements

## **DESCRIPTION OF WORK**

The Executive Director of the Pennsylvania FFA Association is responsible for overseeing the administration, programming, and representation of the organization at the state, regional, and national levels. Key duties include responding to inquiries, providing technical support, coordinating with the PA Department of Agriculture and other stakeholders, and supervising regional coordinators. The role involves leading and supporting the State Officer Team, managing leadership conferences, conventions, and events, and handling logistics, training, and evaluations. The Director oversees awards and recognition programs, collaborates with the Pennsylvania FFA Foundation on sponsorships and judging, and ensures accurate reporting to national entities. Additional responsibilities include maintaining public relations through website updates, media outreach, and event promotion, supporting middle school FFA development, and coordinating participation in the National FFA Convention. The Executive Director also serves as the official spokesperson for the Association and participates in the Foundation Board as an ex-officio member. The Executive Director oversees the Executive Treasurer.

## **ROLES & RESPONSIBILITIES**

### General Administration

- Respond to inquiries about state-level FFA events and programs.
- Provide tech support for FFA membership and event registration.
- Liaise with the PA Department of Agriculture and public stakeholders.
- Maintain communication with FFA chapters, advisors, officers, and partners.
- Supervise regional coordinators and report on their performance.
- Attend and represent Pennsylvania FFA at local, regional, and national events.
- Prepare reports and fulfill duties assigned by the Board of Directors.

### State Officer Oversight

- Supervise, train, and support the State Officer Team.
- Coordinate officer schedules, events, communication, and evaluations.
- Lead officer training and oversee participation in key events.

### Conference & Event Coordination

- Plan and manage leadership conferences (e.g., FLC, ACES, SLLC, SOCS, etc).
- Handle logistics: venues, meals, materials, schedules, presenters.
- Collaborate with national FFA and State Officers on curriculum and delivery.
- Provide post-event evaluations and financial reporting.

### Awards & Recognition Programs

- Oversee submission, judging, and recognition of FFA awards and degrees.
- Collaborate with Pennsylvania FFA Foundation in the areas of sponsors, judges, contracts and advisors.
- Ensure proper reporting to the National FFA and PA FFA Foundation.
- Maintain program history and suggest improvements.

### State Convention Leadership

- Direct all aspects of State FFA Convention: staffing, logistics, program, media, and evaluation.
- Coordinate tours, workshops, service activities, meals, AV needs, and speaker arrangements.
- Manage registration, facilities, and communication with involved partners.

### Public Relations & Promotion

- Maintain and update the PA FFA website and officer blogs.
- Promote FFA activities through events, press releases, and public engagement.
- Work with media, partners, and educational institutions to enhance FFA visibility.
- Support middle school FFA program development and promotion.

### National FFA Convention Coordination

- Coordinate advisor and officer involvement, schedules, and events at National Convention.
- Attend and represent Pennsylvania in national-level FFA meetings and discussions.
- Manage follow-ups and reimbursements related to national participation.

### Executive Leadership & Representation

- Serve as a spokesperson for the PA FFA Association.
- Participate as an ex-officio member of the PA FFA Foundation Board.
- Undergo annual performance evaluation by the Board's Management Committee.

### Executive Director Job Performance Evaluation

The evaluation of the Executive Director of the Pennsylvania FFA Association will be conducted on an annual basis by the Management Committee as directed by the PA FFA Board President.

#### Executive Director Other

The Executive Director of the Pennsylvania FFA Association will be the spokesperson to the Pennsylvania FFA Foundation and serve as an ex-officio member of the Pennsylvania FFA Foundation as long as a seat is offered.

### **WORK SCHEDULE & ADDITIONAL INFORMATION**

- Full-Time Employment
- Anticipated start date: June 1, 2026

### **QUALIFICATIONS**

- Experience related to agriculture/agriculture education is preferred.
- Experience working with students, educators, and professional organizations.
- Strong organizational and leadership skills.
- Ability to manage multiple projects and meet deadlines.
- Willingness to travel statewide, regionally, and nationally.
- Valid driver's license.
- Residence in Pennsylvania with a willingness to utilize the office in the Pennsylvania Department of Agriculture (Harrisburg, PA)

### **LEGAL REQUIREMENTS**

A conditional offer of employment will require submission and approval of satisfactory criminal history reports, including, but not limited to, PA State Police clearance, PA Child Abuse history clearance, and FBI Fingerprint clearance.

### **SALARY**

Commensurate with experience.