

## **Job Title: Executive Assistant (Contractual, Remote – South Dakota Based)**

### **Position Details**

- **Organization:** South Dakota FFA Foundation, Inc.
  - **Reports To:** Foundation Executive Director. Annual reviews by the Foundation Board President and the Compensation and Evaluation Committee of the Foundation Board
  - **Location:** Based from home or self-provided office space (must live in South Dakota)
  - **Employment Type:** Contractual - the Consultant is not an employee of the Foundation
  - **Hours:** 55-65 hours/month, with average of 12-14/week, flexible based on calendar with major events
  - **Travel:** In-person attendance required at Foundation Board meetings and other major events (travel expenses covered)
  - **Compensation:** Commensurate with experience
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### **Position Summary**

The South Dakota FFA Foundation is seeking a highly organized, reliable, and tech-savvy Executive Assistant, as a consultant to provide remote administrative, financial and fundraising support. This role requires residency in South Dakota, a home or office space to work from, and in-person attendance at Foundation Board meetings and major events. The ideal candidate has strong skills in communication, QuickBooks, budgeting, database management, and WordPress, is detail-oriented, and passionate about youth development and agriculture. Nonprofit, fundraising and FFA experience are preferred, but not required.

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### **Key Responsibilities**

#### **Administrative & Executive Support**

- Communicate regularly with Executive Director & SD FFA Association staff
- Timely prepare meeting agendas, minutes, reports, and follow-up communications
- Maintain organized digital files and internal documentation
- Maintain Foundation database of alumni, sponsors and contacts
- Submit all required documents and forms to maintain non-profit status
- Manage scholarship funds & process scholarship confirmation forms and checks
- Assemble and process FFA mailings with Executive Director
- Participate in professional organizations and attend related continuing education
- Receive postal mail and process or direct as appropriate
- Make hotel and travel reservations for Executive Director & Assistant
- Create and send invoices to donors as needed
- Assist executive director in scheduling FFA B&I visits and securing auction donations

## **Financial Management**

- Maintain accurate financial records and reports with Quickbooks & Customer Relations Management platform
- Monitor the performance of the restricted and unrestricted operating funds and budgets for donor accountability
- Work with investment advisor to monitor endowments and distributions
- Monitor and process online giving
- Write award checks for FFA events
- Track Star Partner accounting
- Submit required tax forms
- Conduct budget tracking, reconciliation, and financial reporting
- Process donations, invoices, and grant-related documentation

## **Event Support**

- Assist Executive Director with fundraising events and activities
- Assist in preparing presentations, newsletters and mailings as directed
- Coordinate logistics and communication for events (both virtual and in-person)
- Manage event materials, registrations, and follow-up communications
- Represent the organization and provide on-site assistance at public functions including but not limited to:
  - Three Foundation Board meetings annually (January, April and July)
  - Major Foundation events (e.g., State FFA Convention, Legislative Breakfast, Agriscience Fair, State Leadership, etc.)

## **Database & Donor Management**

- Maintain donor and contact information using a CRM platform
- Prepare donor acknowledgments, mailing lists, and custom reports
- Track engagement

## **Communication & Website Support**

- Assist the Executive Director with public relations as needed including writing newsletter articles and press releases
  - Provide information to donors about the various funds of the Foundation
  - Function as webmaster for the SD FFA Foundation website, using WordPress
  - Support donor stewardship and sponsor recognition across all platforms
  - Have personal contact with many individuals and organizations
  - Assist in capturing and tracking SD FFA and Ag Ed history as directed
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## Qualifications

- Reside in South Dakota
  - Excellent written and verbal communication skills
  - Highly organized, detail-oriented, good with numbers, motivated, and able to work independently
  - Proficient in word processing, spreadsheets, database management, financial records, presentation software, online communication tools, QuickBooks, budgeting, and financial reconciliation
  - Experience with WordPress (editing, publishing, basic updates)
  - Personal computer that backs up materials, printer, office equipment, cell phone, etc.
  - Able to operate computer, answer phones and file correspondence.
  - Able and willing to travel to locations where activities of the South Dakota FFA Foundation take place and transport displays, signage, and other materials
  - Nonprofit, fundraising and FFA experience is preferred but not required
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## To Apply

Send your resume and cover letter to:

**Sandy Osterday**  
**South Dakota FFA Foundation, Board President**

✉ [sandyosterday@gmail.com](mailto:sandyosterday@gmail.com)

☎ (605) 281-1368

More Foundation information available at: [www.sdffaoundation.org](http://www.sdffaoundation.org)

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