

# NATIONAL AGRICULTURE IN THE CLASSROOM ORGANIZATION

## JOB DESCRIPTION



**Position:** Executive Director  
**Location:** Negotiable

**Job Description Date:** 8/1/16  
**Schedule:** Full Time

**Compensation:** Negotiable

### Summary

In collaboration with farm and commodity organizations, the agriculture industry, and education leaders, provide leadership and direction to educate citizens about agriculture and the agriculture industry. Represent all 50+ state Agriculture in the Classroom programs at relevant national events. Work as a co-principal investigator on the USDA-NIFA Agriculture in the Classroom grant to assure that the direction of the NAITCO Executive Committee is implemented.

Engage with a volunteer team of state contacts that is intricately involved in nationwide curriculum development and alignment of classroom resources to academic standards, including STEM. If/When additional staff is hired, oversee the daily operations providing leadership and guidance to staff. Work with the USDA to promote and advance agriculture education efforts with K-12 audiences. Support the 50+ state Agriculture in the Classroom programs.

Organize and plan the National Agriculture in the Classroom conference. Oversee webinars for NAITCO state contact professional development and/or other professional development opportunities. Oversee mini-grants supported by the USDA-NIFA Agriculture in the Classroom grant. Manage grants and other funding opportunities and oversee any staff related directly to grants.

Help ensure there is current and relevant information about agriculture, available and utilized by target audiences. Assist in resource materials development and procurement to supplement agricultural literacy efforts and teacher requests. The candidate should have strong verbal and written communications skills and will need to be adaptable to handle a variety of activities with staff and volunteer involvement.

### Job Responsibilities

#### Essential Functions

1. Provide ongoing management to NAITCO including supervision of all approved staff.
2. Work in conjunction with the Executive Committee in determining appropriate use of NAITCO funds.
3. Work in conjunction with the Executive Committee on USDA-NIFA Agriculture in the Classroom grant funds.
4. Lead and/or coordinate the work of NAITCO standing committees.
5. Lead the advancement of the Agriculture in the Classroom program and ensure that there is alignment with the mission and goals of NAITCO.
6. Lead the development of marketing strategies to promote NAITCO and its mission.
7. Collaborate with agricultural commodity organizations, agribusiness partners, and other like-minded organizations on educational agricultural literacy activities and programs.
8. Facilitate professional development programs for Agriculture in the Classroom state contacts.
9. Oversee management of meetings of the Executive Committee of the National Agriculture in the Classroom Organization.
10. Oversee management of meetings of the state contacts for the Agriculture in the Classroom (NAITCO) program.
11. Function as the co-principal investigator for NAITCO to administer the USDA-NIFA Agriculture in the Classroom grant, including the submission of future funding requests per directives from NAITCO Executive Committee.
12. Manage contract labor (conference planning, curriculum development, etc.)
13. Organize and plan the National Agriculture in the Classroom conference in partnership with a professional conference planning service.

#### Non-essential Functions

1. Perform other job-related duties or special projects as assigned.

**Qualifications/Know-how**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

1. Bachelor's degree in education or related field is required. Advanced degree preferred.
2. Administrative experience including budget and personnel management.
3. Experience in curriculum design, development, and presentation.
4. Background in agriculture or agricultural education preferred.
5. Excellent decision-making, time management, and project management skills.
6. Strong oral and written communication skills.
7. Proven business acumen and financial management skills.
8. Proven organizational and analytical skills.
9. Travel required up to 30%, including occasional overnight.
10. Working knowledge of NAITCO preferred.

To apply, please email résumé and cover letter to Chris Fleming at [cfleming@tbf.com](mailto:cfleming@tbf.com).  
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