

Independent Contractor – Executive Director, Oklahoma FFA Alumni Campgrounds

The **Oklahoma FFA Alumni Association** is seeking a qualified **Independent Contractor** to serve as the **Executive Director of the Oklahoma FFA Alumni Campgrounds (Camp Tulakogee)**. This position is focused on overseeing the development, operations, and maintenance of the campgrounds to support leadership, personal growth, and career success for youth in Oklahoma.

Position Details

- **Position Title:** Executive Director – Oklahoma FFA Alumni Campgrounds
- **Contract Term:** March 1, 2025, to December 31, 2025 (10 months)
- **Compensation:** \$3,333.30 monthly retainer (equivalent to \$33,333 annually)
- **FLSA Status:** Independent Contractor (no benefits)
- **Work Schedule:** Variable according to seasonal functions and activities
- **Housing:** On-site housing will be provided once the camp is operational.

Scope of Work

The Contractor will be accountable to the **Oklahoma FFA Alumni Association Board of Directors** and responsible for:

1. **Campground Development & Operations**
 - Oversee development and effective operation of the campgrounds.
 - Manage staff, coordinate volunteers, and oversee construction and maintenance projects.
2. **Event & Program Management**
 - Market, plan, coordinate, secure contracts for, and implement events, including summer camps and leadership programs.
3. **Donor & Stakeholder Relations**
 - Build and maintain relationships with donors, sponsors, and stakeholders.
 - Ensure sponsors are appropriately recognized.
4. **Budget Management & Reporting**
 - Manage the operational budget and submit monthly financial reports to the Board.
5. **Facility Maintenance & Safety**
 - Maintain safe and functional facilities, including managing on-site housing.
 - Oversee necessary repairs, ensure compliance with DEQ wastewater credentials, and collaborate with the Army Corps of Engineers to secure permissions and approvals.
6. **Program Development**
 - Design and implement programs to foster leadership, personal growth, and career success.
7. **Public Relations & Communications**
 - Serve as the public face of the campgrounds.
 - Assist with communication strategies, website creation, and social media campaigns.

Physical Demands

- Sit, stand, walk, and use hands for long periods.
- Lift and move items up to 25 pounds.
- Perform tasks requiring stooping, kneeling, or crouching.
- Travel as needed, including occasional overnight stays.

Work Environment

- Requires same-day travel and occasional overnight travel.
- On-site housing will be provided once the camp is operational.

Contract Terms

- The agreement is effective from **March 1, 2025**, through **December 31, 2025**, with either party able to terminate the agreement with 30 days' prior written notice.
- The agreement will not automatically renew but may be extended by mutual agreement.

How to Apply

Submit your resume, and a cover letter detailing your qualifications and vision for the position to kurt.murray@careertech.ok.gov

APPLICATION DEADLINE: [DECEMBER 16, 2024]