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Contact:

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Job Title: Development Coordinator for Pipeline

Classification: Full-Time, Exempt

Compensation: Salaried, based on experience and included benefits

Reports To: Executive Director, Nebraska FFA Foundation

Description Summary

The Development Coordinator is a member of the development team. The Development Coordinator will coordinate donor relationships, cultivating and building connections with current donors while reaching new donors. They will develop and implement stewardship and communication strategies and provide leadership for the development and implementation of fundraising activities for individuals through the Sustainable Funding Model. The Development Coordinator works to meet measurable revenue goals and metrics.

Specific Responsibilities

The Development Coordinator articulates and supports the vision, mission, goals, and core values of the Nebraska FFA Foundation and its sustainable funding program. The Development Coordinator is required to personally take on all tasks needed to fulfill each element of the sustainable funding plan, which includes annual workshop training; coordinating all Mission True Blue programs, the Foundation Ambassador program, and Pipeline Team volunteers; ensuring all data is captured in the database tracking system; developing a caseload of major gift prospects; and coordinating the annual True Blue Impact Fundraising Event. The Development Coordinator also manages other individual giving campaigns throughout the year, such as the annual appeal.

Minimum Requirements

1. Bachelor's degree in business, agriculture sciences and natural resources, agriculture education, agriculture communications, education, or marketing; and experiences related to training, sales, account management, community development and fundraising.
2. Ability to understand and explain decisions and recommendations.
3. Ability to reason, judge, compare, calculate, evaluate and critique such information as written materials, numerical data, responses to customer needs and/or other related activities.
4. Ability to complete work in an acceptable timeframe and manage a variety of detailed tasks and responsibilities simultaneously and with accuracy to meet deadlines, goals, and objectives to satisfy internal and external customer needs related to the job.
5. Ability to operate a telephone and respond to calls and in-person inquiries. Ability to move about the office with occasional reaching and bending.
6. Ability to successfully interact with and represent the organization to staff, board members, customers, and the public at all levels.
7. Ability to use a computer and various software that is related to carrying out essential responsibilities of the position. This involves reading the screen and keying/typing information.
8. Ability to travel by auto or commercial transportation to carry out essential responsibilities.
9. Ability to work from Foundation office in Lincoln, Nebraska.
10. Must possess a valid driver's license from the state of residence.

Requirements of the job include the ability to do the work, with or without reasonable accommodation. It is the Foundation's policy to make reasonable accommodation for individuals with disabilities. Leadership retains the right to add, subtract or change responsibilities of the position at any time. The Nebraska FFA Foundation is an equal opportunity employer. May 2026 graduates may apply. Please apply by sending your cover letter, resume and references to stacey@neffafoundation.org. Deadline for application is February 20, 2026.