The University of Illinois has an opening for a Visiting Coordinator, Tax Issues and Affiliate Relations, 4-H Extension. The person in this position will: Coordinate several major areas in relation to the 4-H Extension tax issues and affiliate relations; work with County Extension Directors in units that have 4-H affiliates; work with County Extension Directors and their related 4-H clubs on their tax filing requirements; educate Extension County Directors and fiscal boards on overall tax status and reporting responsibilities; serve as liaison with Extension County Directors and 4-H Foundation/UIF affiliated foundations; and work with the Extension Business Office on tax-reporting and record-keeping.

In addition, this position will provide information and recommendations to 4-H affiliates to assist them in determining their current legal federal tax exempt status and relationship with the University and Extension. Work with 4-H Clubs to provide guidance and review of their fiscal activity and assist them in securing a federal EIN for annual reporting to the IRS, following established procedures. Work independently with the organized Central Organizations for the purpose of maintaining tax-exempt status for 4-H clubs. Train and equip County Directors with information that will enable them to provide thorough information and future direction to their foundations in order for them to fundraise and spend effectively based on intent. This position will maintain a close partnership with the U of I Extension State 4-H Office, 4-H and UI Foundations and Extension Business Office.

This position is a full-time, visiting academic professional position. The start date is as soon as possible after the close of the search and the salary is commensurate with experience. This position may become non-visiting at a later date.

Major Duties and Responsibilities

**4-H Affiliates (Foundations) Responsibilities:** (There are approximately 62 4-H/ Extension Foundations.)

- Contact the County Director for each county/unit that has a 4-H affiliate to begin the decision-making process regarding their tax-exemption status.
- Develop training for County Directors on the upcoming changes and options for 4-H affiliates regarding their federal tax exemption requirements. Update affiliates on State filing requirements as well.
- Work with the County Director and affiliate Board of Directors to research the current legal federal tax exemption status (501c3) – location of original paperwork and recent filings, etc. Also guide them in determining their current filling status with the State of Illinois annual reporting requirements.
- Facilitate the sharing of information related to the options that 4-H affiliates will have to choose from to be in compliance in the future. Support local affiliates as they make an informed decision regarding their options of establishing legal status under the University of Illinois Foundation (UIF) or as a separate (501c3) organization with a fully executed Memorandum of Agreement (MOA) with the University of Illinois Board of Trustees.
- Assist County Director and Board of Directors in ensuring they are compliant with and prepared to manage federal and State filing requirements on an annual basis.
- Oversee updates to the current 4-H affiliate database as decisions are made.
- Share the MOA template with County Directors for signature approval by the affiliate and the University. MOAs will have an annual auto renewal unless directed otherwise.
- Assist in securing the fully executed MOA between the University and the affiliate.
- Share findings with Extension Business Office and Extension Administration and State 4-H Office.

**4-H Affiliates (Fair Boards) Responsibilities:** (There are approximately 18 Fair Boards.)

- Develop an MOA template with input from the University Counsel, Extension Business Office, Extension Administration, and State 4-H Office.
- Assist in securing the fully executed MOA between the University and the affiliate.
- Share findings with Extension Business Office and Extension Administration and State 4-H Office.
Extension Affiliates (Building Associations) Responsibilities: (There are approximately 28 Extension Building Associations)

- Develop an MOA template with input from the University Counsel, Extension Business Office and Extension Administration and U of I Extension State 4-H Office, and the College of ACES.
- Assist in securing the fully executed MOA between the University and the affiliate.
- Share findings with Extension Business Office and Extension Administration and State 4-H Office.

4-H Club Responsibilities: (There are approximately 1500 4-H clubs in the State.)

- Assist with formation of central organizations – research information for preparation of group exemption application, gain authorization by the 4-H clubs to be a subordinate affiliated with the central organization, etc.
- Work with Extension unit staff to obtain and utilize correct EIN’s for 4-H Clubs that will have fiscal activity.
- Oversee maintenance of the database with those EIN numbers – active and inactive clubs.
- Work with the 3 central organizations that will file annual federal tax reports.
- Coordinate with Extension unit staff to file annual 990N- e-postcards for 4-H clubs.
- Ensure that 4-H club accounts are reviewed on an annual basis and are in compliance with federal and State laws and University policy.
- Deal with any issues related to this tax filing by 4-H clubs.
- Provide reports to the State 4-H Office and 4-H National Headquarters as requested.

Illinois 4-H Foundation/UIF/Affiliated Foundation Responsibilities:

- Serve as liaison between County Director and local county/unit foundation regarding UIF funds.
- Provide annual preliminary budgets to County Directors.
- Assure proper stewardship and administration of gift funds based on intent. Includes, but is not limited to: monitor expenditures; assist in understanding endowment administration; help to assure expenditure and stewardship.
- Facilitate access to UIF Online for County Directors and assist in providing training workshops on use in the form of online tutorials, direct training, and remote Adobe training. Identify access of funds per county and Extension unit.
- Attend informational sessions (via teleconference or travel) and provide education for county/unit foundations that are interested in learning more about affiliating with UIF.
- Work with unit that has an established UIF endowment (currently six) that benefits Extension to assure awareness and annual expenditure and stewardship.
- Occasional travel may be required.

Qualifications

Candidates must be currently employed by University of Illinois Extension (internal search). Bachelor’s degree required in a related field from an accredited institution of higher education. Minimum of two years experience in the areas of grant and fiscal management and developing external funding opportunities required.

Evidence of strong interpersonal skills, teamwork, and the ability to build and strengthen diverse networks with 4-H affiliates required. Demonstrated knowledge of 4-H fiscal policies and procedures, including tax-reporting. Demonstrated ability to develop additional required skills and knowledge. A strong customer service orientation and desire to solve problems is essential. Excellent analytical skills and abilities and excellent written and verbal communication skills are required. Must possess strong computer skills, including enterprise systems used by the University of Illinois.
Application
To ensure full consideration application materials must be received by June 15, 2011. Please create a candidate profile at [http://go.illinois.edu/9522](http://go.illinois.edu/9522) and submit an application. Step one of the online application form will require names and contact information for three references. In addition, you will need to upload one file that contains a letter of interest and resume.

All requested information must be submitted for your application to be considered. For further information regarding application procedures, contact Kristen McClure at 217-333-2663.

*The University of Illinois is an Equal Opportunity/Affirmative Action Employer. The administration, faculty and staff embrace diversity and are committed to attracting qualified candidates who also embrace and value diversity and inclusivity. [www.inclusiveillinois.illinois.edu](http://www.inclusiveillinois.illinois.edu)*