



Serving local community affiliates in Central Kansas

Position Description: Affiliate Liaison

Description: The Affiliate Liaison is a part-time position, 40 hour **per month** average. The primary function of the position is to coordinate communications between CKCF and our Affiliates. Travel is involved as it includes a primary role for attending affiliate advisory board meetings, while also coordinating other staff for participating at affiliate advisory board meetings and events. Additional responsibilities include managing rosters for affiliate boards, overseeing and supporting submission of all event and volunteer compliance documents, as well as, general communication practices with volunteers, fellow staff and donors.

The objectives of the foundation are:

- To obtain, invest and manage charitable gifts for the purposes established by the donor and as directed and instructed by the Board of Directors.
- To maintain identified funds to meet various charitable objectives.
- To serve as a resource for non-profit organizations, our affiliates and volunteers.
- To advance philanthropic activities across central Kansas.

DUTIES AND RESPONSIBILITIES

- Serve as liaison between CKCF and Affiliate Advisory Boards (presently 20 of them).
 - Attend advisory board meetings and offer assistance and resources as needed.
 - Complete notes following each meeting attended and share with fellow CKCF staff for communication efforts and assignments.
 - Lead the collection of compliance documents from volunteers.
 - Assist Affiliates with connecting to other key staff at CKCF for needs related to donor relations, grants, scholarships and other accounting needs.
 - Oversee the submission of event forms and identify support needs required by CKCF office, i.e. additional insurance, background checks, or disallowed activities notification.
 - Maintain volunteer rosters for all Affiliate Boards.
 - Produce a monthly/quarterly communication to all affiliates with organizational updates and news worthy messages.
- Support to other staff positions as assigned.
 - Assist with general office support for mailings, collateral packet creation, training materials, and other internal projects.
 - Provide assistance to Executive Director.

- Other duties as assigned.

WORK HOURS

This position offers a flexible schedule and is part time, averaging 40 hours per month. Weekend, early morning and evening hours are sometimes required. Ability to travel regionally throughout central Kansas is required.

COMPENSATION

Commensurate with experience. Mileage is reimbursed at federal rate. May be eligible for Simple IRA benefit, up to 3% match, of contribution by CKCF.

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Computer literacy skills, including Microsoft Word, Excel and Windows file management required.
- Excellent interpersonal, written and oral presentation skills required.
- Experience giving public presentations.
- Independent worker with proven ability to follow through on duties required.
- Experience with donor management software preferred.
- Experience working with volunteers preferred.
- Proven leadership ability to recruit, motivate and recognize donors and volunteers.
- A commitment to philanthropic concepts of community and betterment of community.
- Reliable transportation, a good standing driver record and auto insurance.
- Staff are required to have an annual criminal background check.

EDUCATION AND EXPERIENCE

- 3+ years' experience with volunteer management preferred.
- Experience in not for profit sector preferred.
- College degree preferred but not required.