



JOB DESCRIPTION

Director-Hillsboro Community Foundation

The Hillsboro Community Foundation (HCF), an affiliate of the Central Kansas Community Foundation (CKCF), was formed in the summer of 2009 as a 501 (c) (3) public, non-profit organization with a goal to strengthen the future of Hillsboro by promoting local philanthropy and building long-term endowments. The part-time Director will be the public face of the Hillsboro Community Foundation, and as such will work to increase the scope and impact of philanthropic activity in the Hillsboro Community.

DUTIES AND RESPONSIBILITIES:

- 1) Representing HCF to community leaders and organizations, donors and prospective donors, the media, and other non-profit organizations who may be prospective grantees;
- 2) Developing and presenting public presentations and articles of information designed to educate the citizens of Hillsboro about the foundation;
- 3) Identifying, cultivating and securing funding from new donors, corporations, foundations.
- 4) Acknowledging and thanking all donors to HCF.
- 5) Exploring avenues for strengthening local non-profit capacity and collaboration for meeting community needs;
- 6) Providing staff assistance to the HCF Board of Directors as needed and requested;
- 7) Assuring compliance to all policies and procedures of the CKCF and the IRS codes as they pertain to charitable gifts;
- 8) Serving as a liaison between the HCF board of directors and their host foundation, Central Kansas Community Foundation;
- 9) In collaboration with CKCF, overseeing HCF's grant making and program activities;
- 10) Preparing the agenda and attending monthly board meetings.

KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Self starter;
- 2) Leadership and interpersonal skills;
- 3) Excellent verbal and written communication skills;
- 4) Computer proficiency;
- 5) Knowledge of the non-profit sector; and
- 6) Community volunteer or non-profit board service

experience.

EDUCATION AND MINIMUM QUALIFICATIONS:

- 1) High School Diploma minimum;
- 2) Computer Literacy; and
- 3) Knowledge of the community.

WORK HOURS

This position offers a flexible schedule. Specifics of hours worked will be confirmed at hire. Weekend and evening hours are sometimes required.

COMPENSATION

Commensurate with experience. Central Kansas Community Foundation is a rapidly growing community foundation providing matching IRA contributions and mileage reimbursement for regional travel.