



JOB DESCRIPTION

Director-Halstead Community Foundation

The Halstead Community Foundation, an affiliate of the Central Kansas Community Foundation, was formed in the December 2010. The mission of Halstead Community Foundation is to promote philanthropy and use those philanthropic gifts to make a difference in the greater Halstead Community.

The part-time Director will be the public face of the Halstead Community Foundation, and as such will work to increase the scope and impact of philanthropic activity in the Halstead 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 education the citizens of Halstead about the foundation;
- 3) Identifying, cultivating and securing funding from new donors, corporations, foundations.
- 4) Acknowledging and thanking all donors to HCF.
- 5) Explore 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;

KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Self-starter;
- 2) Leadership and interpersonal skills;
- 3) Excellent verbal and written communication skills;
- 4) Computer proficiency, particularly with Microsoft applications;
- 5) Knowledge of the non-profit sector; and
- 6) Community volunteer or non-profit board service experience and fundraising 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 for both the part-time and full-time positions. 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 with a developing fringe benefit package that currently includes general vacation leave, holidays, and mileage reimbursement for regional travel dependent upon the position as they align with the current personnel policies.