***LOGO*** **JOB DESCRIPTION**

 **Director- AFFILIATE Community Foundation**

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

The part-time Director will be the public face of the AFFILIATE Community Foundation, and as such will work to increase the scope and impact of philanthropic activity in the AFFILIATE Community.

**DUTIES AND RESPONSIBILITIES:**

1. Representing ACF 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 AFFILIATE about the foundation;
3. Identifying, cultivating and securing funding from new donors, corporations, foundations.
4. Acknowledging and thanking all donors to ACF.
5. Explore avenues for strengthening local non-profit capacity and collaboration for meeting community needs;
6. Providing staff assistance to the ACF Advisory 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 ACF board of directors and their host foundation, Central Kansas Community Foundation;
9. In collaboration with CKCF, overseeing ACF' 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. Bachelors Degree in Human Service Field Preferred; High School Diploma minimum;
2. Computer Literacy; and
3. Knowledge of the community.

**WORK HOURS**

This position offers a flexible schedule as a part-time position. 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 benefits available as outlined in the personnel handbook.