



*An Affiliate of Central Kansas Community Foundation*

## **POSITION DESCRIPTION**

<b>Position:</b>	Director, Hesston Community Foundation
<b>Reports To:</b>	CKCF Executive Director & Hesston Community Foundation Chair
<b>About Us:</b>	<a href="#">Click Here</a>
<b>Status:</b>	Part-Time
<b>Purpose:</b>	The part-time Director will be the public face of the Hesston Community Foundation, and as such will work to increase the scope and impact of philanthropic activity in the Hesston Community.

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### **Director, Hesston Community Foundation**

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

## **ROLES AND RESPONSIBILITIES:**

- 1) Representing HCF to community leaders and organizations;
- 2) donors and prospective donors, the media, and other non-profit organizations who may be prospective grantees;
- 3) Developing and presenting public presentations and articles of information designed to educate the citizens of Hesston about the foundation;
- 4) Identifying, cultivating and securing funding from new donors, corporations, foundations.
- 5) Acknowledging and thanking all donors to HCF.
- 6) Exploring avenues for strengthening local non-profit capacity

- and collaboration for meeting community needs;
- 7) Providing staff assistance to the HCF Board of Directors as needed and requested;
  - 8) Assuring compliance to all policies and procedures of the CKCF and the IRS codes as they pertain to charitable gifts;
  - 9) Serving as a liaison between the HCF board of directors and their host foundation, Central Kansas Community Foundation;
  - 10) 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

**TO APPLY:**

Interested applicants should submit a cover letter and resume via email to: [angie@centralkansascf.org](mailto:angie@centralkansascf.org). Application deadline January 28, 2021. Anticipated hiring mid-late February.