



OPEN POSITION DESCRIPTION

- Position:** Director, Hillsboro Community Foundation
- Reports To:** Hillsboro Community Foundation Board of Directors & CKCF CEO
- About Us:** [Click Here](#)
- Status:** Part-Time, Homebased
- Purpose:** 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.

Director – Hillsboro Community Foundation

Connecting Donors Who Care with Causes that Matter

The Hillsboro Community Foundation (HCF), an affiliate of the Central Kansas Community Foundation (CKCF), is seeking a part-time Director to lead the non-profit organization in promoting philanthropic activity in the Hillsboro community and increasing the scope and impact of the foundation and its donors for the future benefit of the community.

HCF was formed in early 2004 to promote and facilitate charitable giving in support of projects and programs that enhance the quality of life in Hillsboro and the surrounding area. Since that time, foundation assets have grown in excess of \$3 million with over \$900 thousand given back to the Hillsboro community through grants and scholarships.

The Director reports to the HCF Board of Directors and also to the CKCF Chief Executive Officer. The responsibilities and duties of the Director encompass a wide variety of activities, ranging from interaction with the public to organizational and administrative tasks. Leadership ability, interpersonal skills, and attention to detail are all qualities necessary for success.

The preferred candidate will have a strong knowledge of the Hillsboro community and the surrounding area. Experience in the non-profit sector, either as a volunteer or through board service is preferred. This is a home-based position.

DIRECTOR ROLES AND RESPONSIBILITIES

- Represent HCF as the public face of the foundation, working to increase the scope and impact of philanthropic activity in the Hillsboro and surrounding area.

- Act as the primary HCF contact for community leaders and organizations, donors and prospective donors, the media, and other non-profit organizations who may be prospective grantees.
- Identify, cultivate and expand resources with existing and new donors, corporations, and partners.
- Develop information and make public presentations designed to educate the Hillsboro community about the foundation.
- Explore avenues for strengthening local non-profit capacity and collaboration for meeting community needs.
- Provide staff assistance to the HCF Board of Directors as needed and requested.
- Handle day-to-day administrative activities of the foundation, including donor appreciation and outreach.
- Assure compliance to all policies and procedures of the CKCF and IRS codes as they pertain to charitable gifts.
- Serve as the liaison between the HCF Board of Directors and CKCF.
- In collaboration with CKCF, overseeing HCF' s grant making and program activities.

WORK HOURS AND COMPENSATION

Work hours will vary week to week relative to the timing of events, initiatives and other priorities, but are expected to average around 50 hours per month. Weekend and evening hours are sometimes required. Starting hourly compensation will range from \$15 - \$20 per hour depending on qualifications.

As a part-time employee, the Director is not eligible for the CKCF employee benefits package but will receive reimbursement for incidental expenses and mileage for regional travel as outlined in the CKCF Personnel Policies and Procedures Handbook.

EDUCATION AND MINIMUM QUALIFICATIONS:

- Bachelor's Degree or Commensurate Work Experience
- Flexibility, Leadership, Initiative, and Confidence
- Passion for Hillsboro
- Knowledge or Experience of the not-for-profit sector
- Capacity to meet with donors, board members, and stakeholders
- Computer proficiency, knowledge with Microsoft 365 & database experience
- Excellent oral and written communication skills
- Personal Transportation and Kansas driver's license

TO APPLY:

Interested applicants should submit a cover letter and resume via email to:

angie@centralkansascf.org. Application deadline June 20, 2022. Anticipated hiring mid-late July.