



**Job Title:** Director, Elk County Community Foundation, Affiliate Development Director

**Salary Range:** \$42,500 to \$57,500

**Location:** Elk County, Kansas

**Office:** Homebased Position, Corporate Office Newton, Kansas

**Position Type:** Full-Time, Exempt

**Reports To:** CKCF Leadership & Elk County Community Foundation Advisory Board of Directors

**Application Period:** Open Until Filled

**About Us:** The Elk County Community Foundation (ECCF), an affiliate of the Central Kansas Community Foundation, was formed in 2014. ECCF serves the five (5) incorporated cities in Elk County (Howard, Moline, Longton, Elk Falls, and Grenola), plus Severy in Greenwood County, and the rural unincorporated areas of Elk County.

The mission of the Elk County Community Foundation is to enhance the quality of education, cultural, civic, and economic life in the greater Elk County area, both today and in the future.

**Job Summary:** The Elk County Community Foundation Director will be the public face of ECCF, and as such will work to increase the scope and impact of philanthropic activity in Elk County. They will be responsible for the overall leadership, management, and strategic development of the foundation. This role plays a crucial part in cultivating relationships with donors, community partners, and local organizations, as well as overseeing the foundation's day-to-day operations, grantmaking, and fundraising efforts.

This grant-funded position is subject to performance achievements during an annual review throughout the first three years. The candidate will work with the ECCF Advisory Board of Directors to create and execute a sustainability plan to secure the position beyond the initial three years of anticipated grant funding.

**Core Competencies:**

Strategic Leadership/Vision | Relationship Building | Decision Making /Judgment |Self Starter| Trust Building | Organizational Leadership

**Key Responsibilities:**

- 1) Representing ECCF to community leaders and organizations, donors and prospective donors, the media, and other non-profit organizations who may be prospective grantees.
- 2) Educating and communicating with the citizens of our service area through social media, newspaper and other media and in-person interaction.
- 3) Identifying, cultivating and securing funding from new donors, corporations, foundations,
- 4) Identifying and applying for grant opportunities, in partnership with the Elk County Community Development Director and the local charities within our service area.

- 5) Exploring avenues for strengthening local non-profit capacity and collaboration for meeting community needs.
- 6) Providing staff assistance to the ECCF Board of Directors as needed and requested,
- 7) Assuring compliance with all policies and procedures of the CKCF and the IRS codes as they pertain to charitable gifts,
- 8) Serving as a liaison between the ECCF board of directors and their host foundation, CKCF,
- 9) In collaboration with CKCF, overseeing ECCF's grant making and program activities,
- 10) Being present at ECCF events; and
- 11) Thanking and maintaining regular contact with ECCF donors and potential donors.

**Knowledge, Skills And Abilities:**

- 1) Self-starter;
- 2) Leadership and interpersonal skills;
- 3) Strong computer skills, Microsoft Office 365 Suites
- 4) Knowledge of the non-profit sector; and
- 5) Community volunteer or non-profit board service experience and fundraising experience.

**Qualifications:**

- Bachelor's degree in a relevant field preferred, not required.
- 5 years of experience in nonprofit management, foundation leadership, or a related field preferred, not required.
- Proven track record in fundraising, donor relations, and financial management.
- Strong interpersonal, communication, and leadership skills.
- Knowledge of the local community and a commitment to its betterment.
- Ability to work collaboratively with diverse stakeholders.
- Local and occasionally regional travel requirements.

**Compensation**

Salary is commensurate with education and experience. A benefits package includes 2 weeks of paid vacation, 12 days of sick leave, generous paid holidays, a 3% matching Simple IRA option, a health reimbursement benefit, and mileage reimbursement.

**How to Apply:** Interested candidates are invited to submit a resume, cover letter, and references to [elkcountycommfnd@centralkansascf.org](mailto:elkcountycommfnd@centralkansascf.org). Please include "Elk County Community Foundation Director Application" in the subject line. Applications will be accepted until [closing date].

**Central Kansas Community Foundation is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.**

*Note: This job description is not exhaustive and may be subject to changes based on the needs of The Elk County Community Foundation, affiliates of Central Kansas Community Foundation.*