



"All in an effort to strengthen and build the Fredonia Area."

Job Title: Fredonia Area Community Foundation, Associate Director

Salary Range: \$51,000 to \$69,000

Location: Fredonia, Kansas

Office: Homebased Position, Corporate Office Newton, Kansas

Position Type: Full-Time, Exempt

Reports To: CKCF Leadership & Fredonia Area Community Foundation Advisory Board of Directors

Application Period: Open Until Filled

About Us: As a Fredonia Area Community Director in Southeast Kansas, your role is crucial in fostering a sense of unity, growth, and well-being within the local community. You will be responsible for a variety of tasks aimed at enhancing the overall quality of life and facilitating positive relationships among community members. You will have a commitment to grow the Youth Philanthropy Fund to promote growth and sustainability.

Job Summary: The Fredonia Area Community Foundation Director is 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 FAFCF 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. Community Engagement: Act as a central point of contact and liaison between the local community, government entities, and various organizations to promote collaboration, engagement and future sustainability.
2. Relationship Building: Cultivate positive relationships with community members, local businesses, nonprofit organizations, and government officials to foster a sense of unity and collaboration. Representing FAFCF to community leaders and organizations, donors and prospective donors, the media, other non-profits, and municipalities who may be prospective grantees.
3. Resource Development: Identify and leverage resources, grants, and funding opportunities to support community development initiatives, such as infrastructure improvements, educational programs, and social services.
4. Event Planning and Coordination: Organize, invite, and oversee community events, workshops, and

- educational programs to promote community involvement, cultural diversity, and local talent.
5. **Communication and Outreach:** Develop and implement effective communication strategies to keep community members informed about local initiatives, events, and resources through various channels, such as newsletters, social media, and community forums.
 6. **Problem Solving:** Address community concerns and issues by actively listening, mediating conflicts, and working towards practical solutions in collaboration with relevant stakeholders.
 7. **Volunteer Management:** Recruit, train, and coordinate volunteers for community projects and events, ensuring their engagement and recognizing their contributions.
 8. **Budget Management and Financial Reporting:** Collect and analyze relevant data on community needs, trends, and demographics to inform decision-making and measure the impact of community initiatives.
 9. **Collaboration and Networking:** Establish partnerships and collaborations with neighboring towns, counties, and regional organizations to leverage collective resources and address shared challenges.
 10. **Advocacy:** Represent the community's interests and concerns to local, regional, and state authorities, advocating for policies and initiatives that support community development and well-being.
 11. **Sustainability:** Commitment in making a strategy to sustain funding beyond the 3-year grant allocation.
 12. **Role:** Serving as a liaison between the FACH board of directors and their host foundation, Central Kansas Community Foundation.
 13. **Youth Support:** Management and sustainability of the Youth Philanthropy Fund to help promote, educate, and sustain the youth committee.

Qualifications:

- Bachelor's degree in community development, social sciences, public administration, or a related field (preferred, not required).
- Strong interpersonal and communication skills with the ability to build relationships and engage with diverse groups.
- Excellent organizational and project management abilities.
- Knowledge of local community dynamics, resources, and challenges.
- Proficiency in budget management and financial reporting.
- Experience in event planning, volunteer management, or community engagement is desirable.
- Passion for community development, and creativity.
- Commitment to discretion and confidentiality.
- Local and occasionally regional travel requirements.

Compensation

Salary is commensurate with education and experience. A benefit 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 fredoniacommfnd@centralkansascf.org. Please include "Fredonia Area Community Foundation Director Application" in the subject line. Applications will be accepted until the position is filled.

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 Fredonia Area Community Foundation, an affiliate of Central Kansas Community Foundation.