



Job Title: Halstead Community Foundation, Associate Director

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

Location: Halstead, Kansas

Office: Homebased Position, Corporate Office Newton, Kansas

Position Type: Full-Time, Exempt

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

Application Period: Open Until Filled

About Us: In November of 2010, the Halstead Community Foundation board of directors voted to become an affiliate member of the Central Kansas Community Foundation. Making it official on December 8, 2010. This marked the beginning of the first official year for the Halstead Community Foundation. We are current volunteer ran affiliate foundation of Central Kansas Community Foundation, based in Newton, KS.

Job Summary: The Halstead Community Foundation, an affiliate of Central Kansas Community Foundation ("HCF" or "Foundation") seeks an Associate Director to work collaboratively with the HCF Board of Directors to achieve HCF's vision as an active partner in community health and development, empowering generations of engaged citizen philanthropists.

RESPONSIBILITIES

The Associate Director works with the HCF Board to ensure that the HCF's programs and organizational activities are fully aligned with mission, vision and values.

Community:

Works closely with the HCF Board to ensure that HCF is consistently viewed as a purposeful philanthropist and active partner in the community and with all stakeholders.

- Builds and nurtures relationships and partnerships with community stakeholders.
- Provides an active presence at community events, grantee events, various engagements in the community and on committees and non-grantee boards.
- Is professionally involved in the field of philanthropy by participating in events, seminars and conferences in the local community and in the regional, state, and national nonprofit and philanthropic sectors that are designed to strengthen and promote the field and the Foundation.
- Assists with communications and outreach activities including, but not limited to, the preparation of an annual report and content on the website.

Programs:

Engages full array of assets and resources to fulfill the Foundation's mission to encourage and support a vibrant and active community.

- Serves as an active partner to sustain current programs and initiatives to ensure their continued viability and positive impact within the community.
 - Actively guides programs and partnerships which contribute to the achievement of the Foundation's strategic goals.
 - Convenes stakeholders and nurtures other current interests of the Foundation including the following—economic development, downtown beautification, donor development and community engagement and non-profit capacity building.
- Research potential grant opportunities to support Foundation and community goals. Partner with local groups and partners to submit winning grant applications.
- Actively listens and explores opportunities to develop ideas and programs toward a more vibrant community.

Marketing and Brand Awareness:

- Serve in the capacity of community leadership. Partner with other community leaders to help develop and implement initiatives that enhance the community.
- Serve as a spokesperson for HCF on social media and to the general public.
- Represent the HCF in the community to increase awareness of the value of giving to and through the HCF.
- Expand brand awareness of the HCF as a valuable relevant community asset.

Board Support:

- Work as an effective partner with the HCF Board in providing vision, strategy and leadership.
- Assist the HCF Board Chairperson in supporting the HCF Board in its governance function; including
 - Arrange Board and Committee meetings and activities including preparation of facilities and agenda; develop materials, prepare or review drafts of minutes of meetings; maintain records.
 - Assist with strategic planning and maintaining and accurate up to date document.
 - Develop the annual operating budget, monitor and report regularly to the Board on incoming revenue, asset growth and performance.

Administrative: Contributes to day-to-day operations of the Foundation.

- Work with HCF Board to develop, maintain, and enhance systems that allow for efficiency and smooth functioning of HCF operations, ensuring compliance with established policies and procedures.
- Attend board and committee meetings.
- Produce news releases, newsletters and special mailings.
- Fulfills other duties as assigned by HCF.

DESIRED QUALITIES, EXPERIENCE, KNOWLEDGE, & SKILLS

Candidate Qualities

- Great love of Halstead and strong desire to make it better.
- A people-person who is skilled at relationship-building with fellow funders, grantees and community members.
- A network weaver who routinely thinks about the web of connections and recognizes that our Foundation is uniquely positioned to convene and engage partners by collaboration rather than imperative toward sustainable solutions.
- A doer with strong analytical and process management skills who is mission focused yet able to translate vision into tactical action.
- An effective communicator, a skilled listener who asks probing questions to help others articulate their goals and move toward new discoveries and solutions; a clear and confident communicator in conversations, public speaking role and in written word
- A curious and committed life-long learner.
- An authentic and genuine individual with a positive outlook, an even temperament and good sense of humor; a person who enjoys living in a small community where fact-to-face contact and a sense of community are valued.
- Strong computer skills

Candidate Education, Experience, Skills, & Knowledge

Possess professional credentials and work experience which have demonstrated the following:

- Skills and abilities such as those which would normally be acquired through at least 5 to 10 years of work experience with community foundations, grantmaking and fundraising organizations or a related field.
- Demonstrated skills that lead this individual to understand key issues, to assemble and process a wide range of data, to condense them into practical plans/process, to articulate them to various constituents and stakeholders, and to follow through to completion.
- A history of developing and executing creative strategies that bring people together around community issues.
- Effective verbal and written communication and presentation skills.
- Grant writing skills a plus.
- Possess or have demonstrated ability to establish a solid network of individuals in the Halstead community.

The grant-funded position is subject to performance achievements during an annual review throughout the first three years. The candidate will work with the HCF 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 |Strong Communication Skills |Marketing |Financial Management

Compensation:

Salary is commensurate with education and experience. A benefits package includes 2 weeks of paid vacation, 12 days of sick leave, 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 HalsteadCommFnd@centralkansascf.org. Please include "Halstead 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 Halstead Community Foundation, an affiliate of Central Kansas Community Foundation.