



JOB ANNOUNCEMENT

Job Title: Hesston Community Foundation Associate Director

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

Location: Hesston, Kansas

Office: Homebased Position, Corporate Office Newton, Kansas

Position Type: Full-Time, Exempt

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

Application Period: Open Until Filled

About Us: The Hesston Community Foundation is a non-profit organization dedicated to enhancing the quality of life in Hesston, Kansas, and is an affiliate of Central Kansas Community Foundation. We achieve this mission by facilitating philanthropic efforts, building charitable endowments, and strategically investing in projects and initiatives that benefit our community. We are seeking a dedicated and experienced Associate Director to lead our foundation and drive our mission forward.

Job Summary: The Hesston 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 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

Key Responsibilities:

1. Strategic Leadership:

- Develop and execute a strategic plan in collaboration with the HCF Advisory Board of Directors to achieve the foundation's goals and objectives.
- Provide visionary leadership to ensure the foundation remains aligned with its mission and values.

2. Fundraising and Donor Relations:

- Identify and cultivate relationships with individual and institutional donors.
- Develop and implement annual donor visits that may include asking constituents for a gift or current donors to increase their annual giving.
- Develop and implement fundraising campaigns and initiatives to grow the Foundation's endowment.
- Maintain strong donor stewardship, including regular communication and recognition efforts.

3. Grantmaking and Program Management:

- Oversees the Foundation’s philanthropic leadership efforts and all grant making activities.
 - Oversee the grantmaking process under the direction of CKCF staff, including securing grant review committee members from the general community and the HCF Advisory Board of Directors for each competitive grant cycle.
 - Publicize the opening of the competitive grant cycles.
 - Manage yearly grant distributions from Donor Advised Funds.
 - Monitor and evaluate the impact of grants and programs, making adjustments as needed to ensure effectiveness.
4. Marketing, Community Relations, community partnerships & Community Leadership
- Promotes the Foundation’s visibility through participation and membership in community forums, civic organizations, and activities that align with the Foundation’s mission and vision.
 - Serves as the Foundation’s representative to the public and provides education and assistance to residents and others in understanding the Foundation’s interests, mission, and concerns. Oversees the communications and outreach messaging and implements a strategic marketing plan that provides a clear and concise message of the Foundation’s mission.
 - Expand brand awareness of the Foundation as a valuable, relevant community asset.
 - Build community partnerships with nonprofit organizations, donors and community leaders that result in identifying and clarifying vital community needs.
 - Develop and implement high quality, sustainable communications as required.
5. Financial Management:
- Develop the annual budget in coordination with the HCF Advisory Board of Directors.
 - Manage the foundation's budget and financial resources, ensuring responsible stewardship of assets.
6. Community Engagement:
- Act as a spokesperson for the Foundation, engaging with community members, local businesses, and nonprofit organizations.
 - Collaborate with community leaders and organizations to identify opportunities for partnership and community improvement.
7. Board Governance:
- Support the HCF Advisory Board of Directors in their governance roles by providing regular updates, financial reports, and strategic guidance.
 - Assist in board development and recruitment efforts.
8. Administrative Oversight:
- Manage day-to-day operations, office management, and compliance with legal and regulatory requirements as set by the CKCF.
 - Work with CKCF to lead and oversee the administrative components of the Foundation including contracts and outside consultants. Work with the CKCF to ensure legal and regulatory compliance in all aspects of the Foundation’s operations. Maintain the Foundation’s accreditation.
 - Maintains current skills and knowledge of best practices within the field of philanthropy, attending seminars and professional training institutes as appropriate

Qualifications:

- Minimum of three years of experience in nonprofit management, foundation leadership or related field.
- Bachelor’s degree preferred.
- 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.

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 HesstonCommFnd@centralkansascf.org. Please include "Hesston Community Foundation Director Application" in the subject line. Applications will be accepted until 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 Hesston Community Foundation, an affiliate of Central Kansas Community Foundation.