JOB ANNOUNCEMENT

Job Title: Hillsboro Community Foundation Associate Director
Salary Range: $51,000 to $69,000
Location: Hillsboro, Kansas
Office: Homebased Position, Corporate Office Newton, Kansas
Position Type: Full-Time, Exempt
Reports To: CKCF Leadership & Hillsboro Community Foundation Advisory Board of Directors
Application Period: Open Until Filled

About Us: The Hillsboro Community Foundation (HCF) serves to promote and facilitate charitable giving in support of programs and projects that enhance the quality of life in Hillsboro, Kansas, and the surrounding areas. HCF is a non-profit organization affiliated with Central Kansas Community Foundation (CKCF). We are seeking a dedicated and experienced full-time Director to lead our foundation and drive our mission forward.

Job Summary: The HCF Director provides overall leadership, management, and strategic development for the foundation. This role is the public face of HCF and responsible for cultivating relationships with donors, community partners, and local organizations, as well as overseeing the foundation's day-to-day operations, grantmaking, and fundraising efforts.

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

Roles and Responsibilities:
1. Capacity Building
    *   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. The position replaces the current part-time position.

2. Organizational Leadership, Promotion and Administration
    *   Strategic and operational planning
    *   Coordination of HCF events, communication (social media & website), and processes (grant and scholarship annual cycles)
    *   Donor and Fund Advisor relations
    *   Community education and prospective donor outreach
    *   Monitoring of Fund activity and all legal and regulatory compliance requirements
    *   Day-to-day administration and coordination with CKCF staff
    *   Primary public contact for HCF

3. Community Development
   - Promote HCF's visibility through participation and membership in community forums, civic organizations, and activities that align with HCF's capabilities and mission.
   - Build community partnerships with nonprofit organizations, donors and community leaders that result in identifying and clarifying vital community needs and opportunities.

Qualifications:
   - Bachelor's degree in a relevant field strongly preferred.
   - Experience in nonprofit management, foundation leadership, or a related field strongly 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.
   - 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, 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 HillsboroCommFnd@centralkansascf.org. Please include "Hillsboro Community Foundation Executive Director Application" in the subject line. Applications will be accepted until 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 Hillsboro Community Foundation, an affiliate of Central Kansas Community Foundation.