



Job Title: Newton – North Newton Community Foundations, Associate Director

Salary Range: \$51,000 to \$69,000.00

Location: Newton Area, Kansas

Office: Homebased Position, Corporate Office Newton, Kansas

Position Type: Full-Time, Exempt

Reports To: CKCF Leadership & Newton and North Newton Community Foundation Advisory Board of Directors

Application Period: Open Until Filled

About Us: The Newton Community Foundation (NCF) was established September 24, 2018. The NCF grows the philanthropic base in the Newton area and provides support to local charities and non-profit organizations. The North Newton Community Foundation (NNC) was established in 2011, with a mission to support efforts that enhance community wellbeing through expansion of educational opportunities, cultural enrichment, and improvement of human health and the physical environment.

Job Summary: The position will be shared between the Newton Community Foundation and the North Newton Community Foundation. The Director of the Newton Community Foundation and the North Newton Community Foundation will fulfill a critical role. This role may be changing and evolving as we progress through the process of growing both foundations. The qualities we are seeking are found in individuals who have knowledge of our community, connections in our community and the ability to promote growth in our communities. It is critical for this person to have strong communication skills and to be able to connect with the non-profits in our area and update the boards on the current needs in our communities. Candidates need to work with both boards of directors to create and secure a sustainable plan for this position to continue once the grant funds have ended.

This grant-funded position is subject to performance achievements during an annual review throughout the first three years. The candidate will work with the Newton and North Newton 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:** Be the “recognizable face” in the community for both foundations; attend Chamber of Commerce events, support non-profit fund raising, contact area businesses for funds to grow the operating budgets. This would involve building relationships with government departments, non-profits, business partners, community leaders, etc.
2. **Fundraising and Donor Relations:** Identify and cultivate relationships with individual and institutional donors, develop and implement fundraising campaigns and initiatives to grow the foundation's endowment and maintain strong donor stewardship, including regular communication and recognition efforts.

3. Volunteer recruitment: Be able to grow both boards by recruiting new board members, train volunteers for community projects and coordinate events with other non-profits in our area.
4. Financial Management: Report the financials to both boards at monthly meetings. Analyze data on community needs, monitor grants and measure the impact of community projects with a monthly report to the board of directors.
5. Marketing: Develop multimedia approaches to keep community members aware of local events, fund raisers, resources available, etc. Through the use of social media, newsletters and community forums, enhance the community knowledge of both foundations.
6. Multi-faceted roles: Serve as a liaison between the two board of directors and the staff at CKCF. Keep all parties informed of changes, progress and updates.

Qualifications:

- Bachelor's degree in community development, social sciences, public administration, or a related field (preferred, not required).
- Strong organizational skills and interpersonal communication skills with the ability to build relationships and engage with diverse groups.
- Creative problem solving and adapting to various roles as different situations arise.
- Knowledge of communities, including dynamics, resources, challenges and how they are alike and how they differ and how both foundations can grow.
- Experience in event planning, volunteer management, or community engagement is desirable.
- 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 newtoncommfnd@centralkansascf.org and northnewtoncommfnd@centralkansascf.org . Please include "NCF & NNCF 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 Newton Community Foundation and the North Newton Community Foundation, affiliates of Central Kansas Community Foundation.