



Director – Valley Center Community Foundation

Job Description

Job Title:	Director – Valley Center Community Foundation
Salary/Wage:	\$16.35 to \$22.12 per hour
Location:	Valley Center, Kansas
Office:	Homebased Position, Corporate Office Newton, Kansas
Position Type:	Part-Time, Non-Exempt (20 hours per week)
Reports To:	CKCF Leadership and Valley Center Community Foundation Advisory Board
Application Period:	Open Until Filled

Organization Overview:

The Valley Center Community Foundation (VCCF), an affiliate of the Central Kansas Community Foundation (CKCF), was formed in 2012 as a 501(c)(3) public, non-profit organization. VCF is dedicated to strengthening the future of the Valley Center community by promoting local philanthropy and building long-term endowments that support local initiatives.

Position Summary:

The Director of the Valley Center Community Foundation will serve as the public face of the organization, working to increase the scope and impact of philanthropic activity in the Valley Center area. This part-time, remote role requires strong leadership, communication, and fundraising skills to enhance the foundation's visibility and effectiveness. Other duties as assigned.

Work Hours

This position offers a flexible schedule for a part-time position. Specifics of hours worked will be confirmed at hire. Weekend and evening hours are sometimes required. Average hours per week is 20.

Compensation

Commensurate with experience. CKCF is a rapidly growing community foundation with a developing fringe benefit package that currently includes mileage reimbursement for regional travel and a matching 3% IRA contribution.

Knowledge, Skills and Abilities

- Self-starter
- Leadership and interpersonal skills
- Excellent verbal and written communication skills
- Knowledge of the non-profit sector
- Community volunteer or non-profit board service experience

Education and Minimum Qualifications

- High school diploma minimum, college degree preferred
- Office 365 Suite literacy
- Canva/Graphic Design knowledge preferred but not required
- Knowledge of the community.

Responsibilities:

1. Community Engagement & Representation

- Serve as the primary representative of VCF to community leaders, organizations, donors, and prospective donors.
- Build and maintain relationships with local nonprofits, businesses, and civic organizations that may be potential grantees or partners.
- Represent VCF in the media and at public events to promote its mission and initiatives.
- Attend all CKCF events and conferences

2. Marketing & Communication

- Manage and enhance VCF's presence across social media platforms to engage the community and promote fundraising efforts.
- Create and distribute a quarterly newsletter to update the community on foundation activities, grant opportunities, and donor impact.

3. Fundraising & Donor Relations

- Identify, cultivate, and secure funding from new donors, corporations, and foundations.
- Maintain and strengthen relationships with existing donors to encourage continued support.
- Ensure timely acknowledgment and appreciation of all donations.

4. Event Planning & Management

- Assist in organizing and executing the annual Pie Auction, VCF's signature fundraising event that takes place in November, the week of Thanksgiving.
- Coordinate other community engagement and fundraising events as needed.

5. Board Support & Administration

- Attend Valley Center Community Foundation board meetings and provide updates on activities and initiatives.

- Assist the President of the VCF Board with administrative tasks and strategic planning efforts.
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How to Apply:

Interested candidates are invited to submit a resume, cover letter, and references to valleycentercommfnd@centralkansascf.org. Please include **"Valley Center 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 Valley Center Community Foundation, an affiliate of Central KansasCommunity Foundation.