



Serving local community affiliates in Central Kansas

Job Title: Director of Affiliate Relations

Organization: Central Kansas Community Foundation (CKCF)

Project-Specific Focus: Patterson Family Foundation – Capacity Building Program

Location: Newton, Kansas

Office Environment: Hybrid (Corporate Office in Newton, KS)

Position Type: Full-Time, Exempt

Reports To: CKCF CEO

About Us: The mission of Central Kansas Community Foundation (CKCF) is Building Stronger Communities Through Charitable Giving. Located in Newton, CKCF is a host foundation to 18 affiliates in the central Kansas region, supporting rural philanthropy. The CKCF was originally founded in 1994. Following a stable history serving a tri-county area the foundation merged in 2009 with the well-established Greater Newton Community Foundation. Today, CKCF continues to demonstrate a commitment to strengthening communities across the entire Central Kansas region.

Position Summary:

The Director of Affiliate Relations serves as a strategic leader and primary liaison between CKCF and its 18 Affiliate Foundations. This role ensures consistent operational excellence, policy adherence, and mission alignment across the affiliate network. While partially grant-funded through the Patterson Family Foundation (PFF), the scope of this position extends beyond grant parameters to support the overall growth, sustainability, and impact of CKCF and its affiliates. The Director works closely with the CEO and all CKCF staff to foster collaboration, build capacity, and strengthen philanthropic leadership throughout the region. Position requires travel within service area and also on occasion outside service area for training and development purposes. Hours have some flexibility due to morning and evening commitments and occasional weekends.

Core Competencies:

- Strategic and creative problem-solving
- Organizational leadership and supervisory experience
- Strong knowledge of nonprofit and community development
- Experience working with boards, committees, volunteers, and donors
- Excellent communication, interpersonal, and customer service skills
- High proficiency in digital tools and research
- Self-motivated, resourceful, and detail-oriented

Key Responsibilities:

Affiliate Relations & Leadership

- Serve as the primary liaison between CKCF and Affiliate Advisory Boards.
- Support strategic planning, goal setting, and sustainability efforts for all Affiliate Foundations.

- Ensure compliance with CKCF policies, National Standards, and industry best practices.
- Facilitate joint and affiliate-specific training sessions for board and staff development.
- Provide leadership and guidance for staffed and non-staffed affiliates, including during recruitment and transition periods.
- Coordinate quarterly leadership meetings with the CEO and Affiliate Boards beginning in 2026.

Development & Donor Engagement

- Collaborate with CKCF and Affiliate Boards to implement fund development strategies aligned with strategic goals.
- Cultivate relationships with donors, nonprofits, and businesses to promote giving through CKCF and its affiliates.
- Ensure compliance with PFF grant terms and assist with reporting requirements.
- Coach Affiliate Foundations in donor stewardship and planned giving strategies.

Marketing, Communications & Community Leadership

- Represent CKCF and its affiliates as a regional philanthropic leader.
- Guide Affiliate staff and boards in maintaining brand-aligned, politically neutral communications.
- Approve affiliate media and promotional materials to ensure consistency and quality.
- Collaborate with the CEO and Affiliate Coordinator on monthly communication strategies.
- Contribute to organization-wide marketing efforts including newsletters, campaigns, and social media.

Organizational Management & Strategic Support

- Promote a unified organizational culture through cross-team collaboration.
- Maintain professional relationships across affiliate communities and philanthropic networks.
- Drive asset development in alignment with CKCF's Strategic Plan.
- Assist in budget development for Affiliate Foundations and support CEO in managing grant-funded capacity expansion.
- Participate in grant proposal development and review affiliate grant applications for strategic alignment.
- Supervise staff as assigned.

Patterson Family Foundation Grant Requirements (Reference Only):

Year 3 Grant Objectives – 2026

- Attend KACF Conference and PFF Leadership Training
 - Establish 5+ new endowment funds in collaboration with CEO
 - Conduct 24+ donor meetings with CEO and Affiliate Directors
 - Secure 3 planned giving commitments in coordination with CEO
 - Implement fee and spending policy revisions as warranted
 - Monitor and support Year 2 sustainability metrics and assist with year 3 metrics objectives
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Education & Experience Requirements:

- Bachelor's degree required; advanced philanthropic training preferred
- 4–7 years of relevant professional experience
- Strong background in donor relations, board engagement, and volunteer coordination
- Financial acumen to support strategic planning and sustainability
- Knowledge of charitable giving regulations and nonprofit operations
- Proven leadership in team building and staff supervision

Preferred Skills:

- Excellent written and verbal communication
- Proficiency in Microsoft Office and donor management software
- Strong analytical and organizational capabilities
- Experience working with volunteers and community leaders
- Exceptional time management and multitasking abilities
- Ability to inspire and mobilize donors and volunteers

Core Competencies: Creative problem solver; critical thinker; supervisory skills; organizational leadership; broad community and nonprofit knowledge; experience working with volunteers, committees, boards, and donors; well-organized self-starter; resourceful; motivated; excellent oral and written communication skills; ability to multi-task; excellent interpersonal and customer service skills; strong computer and internet research skills.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision. The employee must be able to drive/travel independently regularly within The Central Kansas Service Area. This job position will require an individual to work hours outside a normally defined workday or workweek. The employee is required to have a valid driver's license in the State of Kansas.

Compensation

Salary is commensurate with education and experience for this CKCF leadership position. A benefit package includes paid vacation, sick leave, a generous paid holiday schedule, 3% matching Simple IRA option, a health reimbursement benefit, and mileage reimbursement. Employees have access to ancillary benefits, including Group Term Life Insurance with Accidental Death & Dismemberment (AD&D) and Short-Term Disability coverage. Additional coverage options are available up to a designated limit. Any elected benefits that exceed the allotted amount will result in payroll deductions for the difference.

How to Apply: Interested candidates are invited to submit a resume, cover letter, and references to angie@centralkansascf.org. Please include "Director of Affiliate Relations" in the subject line. The position shall be Open 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 Central Kansas Community Foundation.