



**Job Title:** Peabody Community Foundation Associate Director  
**Salary Range:** \$51,000 to \$69,000  
**Location:** Peabody, Kansas  
**Office:** Homebased Position, Corporate Office Newton, Kansas  
**Position Type:** Full-time, exempt  
**Reports To:** CKCF Leadership and Peabody Community Foundation Director and Peabody Community Foundation Advisory Board  
**Application Period:** Open Until Filled

**About Us:** Peabody Community Foundation was established in 2000 as an affiliate of Central Kansas Community Foundation, a 501 (c) (3) public, non-profit organization, with a goal to strengthen the future of by Peabody promoting local philanthropy and building long-term endowments. The Associate Director will be the public face, along with the Director, of the Peabody Community Foundation, and as such will work to increase the scope and impact of philanthropic activity in the Peabody Community. The main work of the Associate Director will focus on community and foundation events and activities which, in turn, will promote and build long-term endowments and impact.

**Job Summary:** The full-time Associate Director will work closely with the Director to promote the foundation and organize foundation events and work to increase the scope and impact of philanthropic activity in the Peabody Community. Focus areas include housing, a 25-year celebration, growing the Operating Endowment, support local charity leadership, research and organize a City Pool campaign, and convene local businesses around organizing a Peabody Chamber of Commerce.

**Core Competencies:** Relationship and trust building, self-starter, organizational leadership.

This grant-funded position is subject to performance achievements during an annual review throughout the first three years. The candidate will work with the PCF Advisory Board of Directors to create and execute a sustainability plan to secure the position beyond the initial three years of anticipated grant funding.

**Key Responsibilities:**

- 1) **Community Engagement:** To work in collaboration with the Director to represent Peabody to community leaders and organizations, donors and prospective donors, the media, and other non-profit organizations who may be prospective grantees
- 2) **Communication:** With the Director's guidance, develop public presentations and articles of information designed to education the citizens of Peabody about the foundation and explore avenues for strengthening local non-profit capacity and

- collaboration for meeting community needs
- 3) Event planning and Coordination: Organize and lead affiliate events and activities as requested for relationship building, development and connections
  - 4) Due diligence: Assure compliance to all policies and procedures of the CKCF and the IRS codes as they pertain to charitable gifts
  - 5) Specific work areas, in collaboration with the Director, include, but are not limited to these areas:
    - Convene the PCF Sustainable Development Goals Team and support efforts to make Peabody a sustainable community with adequate housing
    - Plan and execute a 25-year celebration for PCF and its donors to be recognized in the community, including creating a story board walk to showcase PCF history
    - Work with the Director to design and implement a plan to grow Operating Endowment to \$1,000,000 by 2030
    - Promote donor and potential donor engagement through hosting targeted events, including #GivingTuesday, and one-one contact, including the promotion of legacy giving.
    - Support local charity leadership in their grant writing efforts through workshops and/or 1-1 tutoring, utilizing outside resources as needed
    - Plan for a future City Pool campaign, exploring potential funding sources
    - Promote and support the organization of a Peabody Chamber of Commerce

**Qualifications:**

- Education and/or experience in, as well as passion for community organizing and administration or a related area.
- Excellent verbal and written communication skills
- Proven organizational skills such as campaign or event planning and participation.
- Willingness to learn and work with small community dynamics, resources, and challenges.
- Creativity
- Computer proficiency, particularly with Microsoft applications; familiarity with social media platforms
- Community volunteer or non-profit board service experience and/or fundraising

**Compensation:**

Salary is commensurate with education and experience. The benefits 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 [peabodycommfnd@centralkansascf.org](mailto:peabodycommfnd@centralkansascf.org). Please include "Peabody 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 Peabody Community Foundation, an affiliate of Central Kansas Community Foundation.