



## **Emporia Community Foundation Executive Director/Chief Executive Officer Position Description**

**MISSION:** To connect caring people with causes that build stronger communities within the Emporia area which includes Chase, Coffey, Greenwood, Lyon, Morris, Osage, and Wabaunsee counties.

**ABOUT THE EMPORIA COMMUNITY FOUNDATION (ECF):** The ECF was established in 1995 with a donation of \$5,000. Today, the Emporia Community Foundation connects the diverse citizens and communities of Lyon County and six contiguous counties through charitable actions of funds established for the purpose of bettering the lives of individuals. As a 501c3, the ECF continues to build the Kansas heritage of supporting charitable giving from donors to enrich the quality of life in our communities and beyond. In 2022 the ECF awarded 183 scholarships; hosted the area's largest fundraiser – the Emporia Area Match Day raising over \$501,000 for 28 smaller nonprofits; promoted the Flint Hills Legacy program via radio and other media; disbursed over \$4.2 million in grants, scholarships, and payments; and grew to over \$38 million in assets representing 400 individual funds.

**POSITION SUMMARY:** The Executive Director/Chief Executive Officer (ED/CEO) will provide energetic leadership to fulfill the ECF's mission and goals. The ED/CEO serves as the spokesperson and face of the ECF to donors, grantees, and the greater Emporia community at large. The ED/CEO draws on a broad-based combination of experiences and skills to promote philanthropy, lead grant making, and manage a complex nonprofit. Under the direction of the Board of Directors, the ED/CEO builds on the existing management and organizational structure, plus leads the implementation of the strategic plan. The ED/CEO is responsible for the overall management of the ECF, including efficient grantmaking procedures, the oversight of investment, and fundraising while keeping the public aware of activities and programs. The ED/CEO reports to the ECF Board of Directors. A bachelor's degree is required with a minimum of five years in management.

### **RESPONSIBILITIES AND DUTIES:**

#### **1) Governance/Administration:**

- Support the vision, mission, policies, and By-laws of the Foundation through the effective implementation and on-going execution of the ECF strategic plan.
- Serve as ex-officio member of the Board of Directors as the principal advisor to the Board on fundraising, donor relations, grants, and overall Foundation management.
- Oversee the ECF finances in reporting, budgeting, audits, and national foundation standards. Monitors investment performance with the finance committee.
- Provide oversight of technology, insurance issues, and other business matters impacting the foundation.
- Ensure the ECF has the tools and staff necessary to achieve objectives.
- Develop goals and measurements for performance, ensuring these are clearly articulated in aligned goals for team members encouraging staff to perform at their highest capacity.

#### **2) Donor Services/Grant Making:**

- Ensure that grants and disbursements abide with donor instructions, organization guidelines, and laws.
- Has a clear understanding of all fund types and ensures appropriate administration of gifts from various funds.
- The skill to effectively communicate with large, moderate, and smaller donors.
- Keep abreast of current community issues to assist donors and the ECF leadership in granting gifts.

### **3) Fund Development and Marketing:**

- Design marketing materials and educational programs about various programs, scholarships, and funds.
- Continue to grow the Flint Hills Legacy program with existing and new fund holders.
- Develop relationships with professional advisors (estate planning attorneys, financial advisors, CPAs, etc.) and design promotional materials for use with their clients.
- Create fundraising goals with the best tools and methodology for their accomplishment, and develop measurement, tracking, and reporting mechanisms.
- Manage the Emporia Area Match Day fundraiser guaranteeing efficiency while building relationships with participating organizations, matching donors, sponsors, the media, and the community.
- Strong database management skills and proficiency with computer software systems in the Microsoft Office Suites (i.e. Word, Excel, Outlook), Canva, and social media.

### **4) Community Leadership:**

- Position the ECF as a leader in the community, addressing issues affecting the greater Emporia area.
- Build relationships with current fund holders, potential donors, and community leaders.
- Ensure grant making is forward focused, transforming, and a catalyst for change while addressing current social issues.
- Establish and maintain relationships with city, county, state, and nationally elected officials.
- Engage with leaders in economic development, arts, social services, health services, education, agriculture, and other interests regarding philanthropic solutions available through the ECF.
- Position the ECF as a leader in the greater Emporia area philanthropic community to build collaborative funding.
- Uphold the ECF's relationship with area foundations and local organizations to address community solutions.
- The ability to review and advise on creative funding methods that have potential for the betterment of the community.

### **MANAGEMENT SKILLS:**

- A good understanding of fundraising, financial management, business or non-profit expertise, human resources, program development, brand management, board relations, and public policy making.
- Skilled in working with the media, area leaders, and community organizations. A proven track record as a consensus builder, collaborator, and team-player.
- Experience in moving strategic goals into measurable programs. Strong project management, problem solver, and critical thinking skills.
- An energetic person with the ability to inspire and motivate others while simultaneously working on multiple programs.
- Proven success as a leader with integrity, humility, accountability, action, and transparency.
- Strong communication skills with the ability to relate to internal and external contacts and maintain confidentiality when required.

The ED/CEO's position is performance-based. It's understood that foundation development and growth occur most frequently through contacts made outside the office. Therefore, discretion is given to the ED/CEO as to the hours spent in the ECF office, so long as his or her performance of the job is accomplished as described above.

#### **For more information, please contact the:**

Emporia Community Foundation  
527 Commercial St., Ste. B  
Emporia, KS 66801  
(620) 342-9304

#### **Please submit resumes to:**

ECF Search Committee  
P.O. Box 1084  
Emporia, KS 66801 or  
ecfsearch@emporiacf.org