

The Kansas Hispanic Education & Development Foundation (KHEDF) is seeking an Executive Director to join our team and help advance our mission of providing resources to Hispanic students exploring post-secondary education and career readiness.

Annual Salary: \$75,000 - \$90,000

Reports to: Board of Directors

Status: Exempt/Full-Time

Benefits: Paid Time Off (PTO), Paid Holidays, Health Insurance, Phone Allowance, Mileage Reimbursement, Flexible Schedule, and Bonus Opportunities

Position Summary:

As the Executive Director, you will be responsible for providing strong leadership and management, overseeing program operations, fundraising and resource management, financial management, and communications.

A Typical Day May Include:

Fundraising:

- Cultivate revenue-generating activities to support operational growth.
- Write funding proposals to increase organizational funds.
- Expand donor network and foster partnerships with individuals, businesses, and community groups.
- Represent agency at social and community events to strengthen brand and messaging.
- Act as primary public representative to donors and supporting organizations.

Communications:

- Maintain and enhance KHEDF brand through marketing and PR strategies.
- Collaborate with staff and Board to prepare comprehensive budgets.
- Ensure compliance with legal requirements and oversee program excellence.
- Supervise recruitment, training, and evaluation of paid and volunteer staff.
- Support staff in executing fundraising and marketing initiatives.

Leadership and Development:

- Work with Board to develop expansion strategies in finance, revenue, and marketing.
- Design regional expansion plans and complete business planning.
- Engage and energize Board members, volunteers, partners, and funders.
- Serve on committees, guiding strategic direction for local and regional operations.

What You Will Need to be Successful:

- Demonstrates success in a leadership role within an organization of comparable size, scope and complexity.
- Knowledge of the needs and strengths of youth pursuing post-secondary education.
- Strong management skills.
- Ability to coach staff, manage volunteers, and develop high-performance teams.
- Knowledge of the Wichita Hispanic community is desirable.
- Achieve annual fundraising performance goals based on organizational need determined by the Board of Directors.
- Market and elevate the organization's mission, presence and brand locally and regionally.
- Demonstrates ability to work with minimal direct supervision, excel in a high energy team environments and manage time pressures while maintaining a positive attitude.
- Drive sustainable growth and revenue while remaining fiscally responsible, with a strong focus on donor relations.

What Will Place You Ahead:

- 5-7 years of experience in education, community organization, nonprofit, or government, excelling in policy development, program management, and stakeholder engagement.
- Bilingual English/Spanish
- Degree in related field
- You prioritize building an equitable and inclusive organizational culture.
- You thrive in an environment where you are expected to think outside the box.

Work Environment:

- This opportunity operates primarily in an office environment at the Evergreen Community Center and Library.
- Occasional physical labor is required to set up for and carry out programs.
- We operate in a smoke and drug-free environment.
- Hours: Monday-Friday, 40 hours a week. Some weeknights and weekends are required.

Ready to Apply?

Interested candidates should send a resume, references, and thoughtful cover letter describing your specific qualifications and interest in the position to micaela.ramirez@khedf.org. Applications will be reviewed as they are received.