



Nonprofit Executive Director Job Description

The Executive Director is the key management leader of the FLINT HILLS DISCOVERY CENTER FOUNDATION. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

- 1) **Board Governance:** Works with board in order to fulfill the organization mission. Responsible for leading the FLINT HILLS DISCOVERY CENTER FOUNDATION in a manner that supports and guides the organization's mission as defined by the Board of Directors. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- 2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization. Responsible for **fundraising and developing other revenues** necessary to support the FLINT HILLS DISCOVERY CENTER FOUNDATION's mission. Responsible for the fiscal integrity of the FLINT HILLS DISCOVERY CENTER FOUNDATION, to include **submission to the Board of a proposed annual budget and monthly financial statements**, which accurately reflect the financial condition of the organization. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- 3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through **programs, strategic planning and community outreach**. Responsible for implementation of the FLINT HILLS DISCOVERY CENTER FOUNDATION's programs that carry out the organization's mission. Responsible for **strategic planning** to ensure that the FLINT HILLS DISCOVERY CENTER FOUNDATION can successfully fulfill its Mission into the future. Responsible for the enhancement of the FLINT HILLS DISCOVERY CENTER FOUNDATION's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- 4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate. Responsible for the potential hiring and retention of competent, qualified staff. Responsible for effective administration of the FLINT HILLS DISCOVERY CENTER FOUNDATION operations. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Specific Job Activities

Communicate and collaborate regularly with FHDC administration and staff. (weekly) Supervise, collaborate with interns and volunteers.

Serve as the FLINT HILLS DISCOVERY CENTER FOUNDATION's primary spokesperson to the organization's constituents, the media and the general public - oversee monthly VISTAS newsletter development, web site content, Facebook page and marketing and other communications efforts.

Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the FLINT HILLS DISCOVERY CENTER FOUNDATION's Mission.

Engage in fundraising, grant writing and review of grants, and developing other revenues.

Oversee organization Board and committee meetings. Strategic planning and implementation. (plan for 2021)

Planning and operation of annual budget. (plan for 2021)

Establishing administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

Review and approve contracts for services and other duties as assigned by the Board of Directors.

Management and day to day operations of the Foundation office

Administrative operations which include financial accounts, develop budgets, maintain Foundation current and historical documents, oversee special projects as undertaken by the Foundation Board, assist and help the designated Foundation accounting firm facilitate monthly financial reports, IRS filings and Kansas reporting requirements.

Coordinate as appropriate special campaigns, various fundraising, grant activities and donor recognition with the Flint Hills Discovery Center and separately for the Foundation.

Maintain Foundation's data with the Flint Hills Discovery Center on the shared donor perfect database.

Plan and coordinate special events sponsored by the Foundation and assist with special events co-sponsored with the Flint Hills Discovery Center

Schedule, prepare agendas, minutes, and necessary documents for Board meetings

Professional Qualifications Desired

High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.

Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.

A history of successfully generating new revenue streams and improving financial results and have active fundraising experience. Excellent donor relations skills and understanding of the funding community.

Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.

Solid organizational abilities, including planning, delegating, program development and task facilitation. Must demonstrate ability to oversee and collaborate with staff.

Strong financial management skills, including budget preparation, analysis, decision making and reporting.

Strong written and oral communication skills, strong public speaking ability and have a strong work ethic with a high degree of energy.

Contractual Service

The Director is not an employee of the Foundation.

The Director serves as a contractor/consultant under a MOA which can be renewed on annual basis.

There are no employment benefits.

The Director is paid hourly, with bi-weekly time sheets/invoices and reports of activities submitted to the President for approval and check signature.

The Foundation has an office in the DC which is dedicated for use by the Director, with access card and keys to the building.

Expectations are for on site work typically 3 days a week.

Contact

Letter of application and resume will be accepted until July 20 or until the position is filled.

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