



## **Nonprofit Executive – Director**

The FLINT HILLS DISCOVERY CENTER FOUNDATION seeks enthusiastic executive Director to oversee foundation administration, development programs, and strategic planning of the organization. The position reports directly to the Board of Directors.

### **Overview:**

#### **1. Board Governance.**

Works with board of directors to fulfill the organization mission and vision. Responsible for communicating effectively with the Board and providing, accurate and timely information necessary for effective board engagement and governance of the Foundation.

#### **2. Financial Development.**

- Works with board of directors to develop annual, capital and endowment revenues to support Flint Hills Discovery Center programming and facility needs, and Foundation operations.
- Responsible for maintaining and managing fiscal protocols and reports related to annual budget and finances, including development programs and endowed funds.

#### **3. Mission & Vision.**

- Works with board and staff to ensure that Foundation primary mission of providing financial support to enhance the work of the FLINT HILLS DISCOVERY CENTER is achieved.
- Responsible for the enhancement of the FLINT HILLS DISCOVERY CENTER FOUNDATION 's image by being active and visible in the Flint Hills community and by working with other professional, civic and private organizations.

## Responsibilities

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Engage in fundraising, including but not limited to mass appeal programs, major gift/grant solicitations and special event development.
- Supervise, collaborate with staff, interns and volunteers.
- Communicate regularly with FHDC administration and staff.
- Engage in strategic planning and implementation.
- Plan and manage annual budget.
- Serve as the spokesperson to the organization's constituents, the media and the general public. Oversee monthly VISTAS newsletter development, web site content, face book 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.
- Support Board and committee meetings and activity including schedule, prepare agendas, minutes, and necessary documents for Board meetings
- Review and approve contracts for services and other purchases as assigned by the Board of Directors.
- Management and day to day operations of the Foundation office including financial accounts, budgets, maintain historical documents, oversee special projects, assist and help the designated accounting firm facilitate financial reports, IRS filings and Kansas reporting requirements.
- Maintain Foundation's data and database.
- Plan and coordinate special events sponsored by the Foundation and assist with special events co-sponsored with the Flint Hills Discovery Center

### **Professional Qualifications/Skills Desired**

- Ability to think and plan strategically.
- Ability to effectively communicate with donors, volunteers and the general public.
- Ability to write effectively.
- Ability to utilize computers and databases.(excel, msword, adobe, email)
- Ability to organize and complete plans.
- Ability to work with volunteers and empower them to complete tasks.
- Ability to oversee and collaborate with staff.
- Ability to develop and manage financial and other management reports.

### **Employment Framework**

- ✓ The Director serves as a contractor under a MOA.
- ✓ The Director is paid hourly for up to 40 hours per week.
- ✓ The Foundation Office is located in the Flint Hills Discovery Center.

### **Contact**

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