

**Job Title: Executive Director**

**Organization:** Community Foundation for Independence

**Location:** Independence, Kansas

**Position Type:** Full-Time

**Salary:**

**About Community Foundation for Independence:** The Community Foundation for Independence is a non-profit organization dedicated to fostering sustainable community development, empowering individuals, and addressing the diverse needs of our community. We believe in creating a positive impact by collaborating with local partner organizations, donors, and stakeholders to build a foundation for independence, resilience, and growth.

**Position Overview:** The Community Foundation for Independence is seeking a dynamic and visionary leader to serve as the Executive Director. The ideal candidate will possess strong leadership skills, a passion for community development, and the ability to effectively engage with diverse stakeholders. The Executive Director, under the direction of the Board of Directors, will be responsible for providing strategic direction, overseeing day-to-day operations, and advancing the mission of the organization.

**Key Responsibilities:**

**1. Strategic Leadership:**

- Develop and implement a strategic vision for the organization in collaboration with the Board of Directors.
- Establish efficient administrative processes and systems within the organization.

**2. Resource Development:**

- Identify and cultivate relationships with donors, partner organizations, and stakeholders to secure funding for the foundation's programs and initiatives.
- Develop and execute comprehensive fundraising strategies, including grant writing, individual donor cultivation, and special events.
- Develop a sustainability plan to ensure the long-term financial stability of the foundation, including an endowment fund and planned giving programs.

**3. Community Engagement:**

- Foster strong relationships with community leaders, organizations, and residents to understand and address the unique needs of the community.
- Develop a marketing and communication strategy to raise public awareness about the foundation's initiatives, impact stories, and ongoing projects.
- Utilize social media, local media outlets, and community events to promote the foundation's work and encourage community members to get involved.

- Represent the foundation at public events, conferences, and forums to enhance the organization's visibility and impact.
- Implement educational programs and workshops to promote civic engagement, philanthropy, and community development.

#### 4. **Financial Management:**

- Oversee the financial health of the organization, including budgeting, financial reporting, and compliance with legal and regulatory requirements.
- Develop policies to ensure responsible and transparent financial practices among the Foundation and partnering organizations.

#### 5. **Program Development and Impact Assessment:**

- Collaborate with stakeholders to design and implement effective programs that align with the foundation's mission.
- Establish grantmaking processes, including clear guidelines, application procedures, and evaluation criteria.
- Develop a system for monitoring and evaluating the impact of grants awarded, ensuring accountability to donors and the community.

#### **Preferred Qualifications:**

- Minimum of 3 years of executive leadership experience in the non-profit sector or related field.
- Proven success in fundraising, donor relations, and financial management.
- Ability to create and manage online and social media platforms.
- Strong strategic planning and organizational development skills.
- Excellent communication and interpersonal skills.
- Demonstrated ability to work independently as well as collaboratively with diverse stakeholders.

#### **Education:**

- Bachelor's degree in a relevant field preferred

**How to Apply:** Interested candidates should submit a resume, cover letter, and three professional references to [cffiindy@gmail.com](mailto:cffiindy@gmail.com). The Community Foundation for Independence is an equal opportunity employer and encourages candidates of all backgrounds to apply.

**Application Deadline:** May 17, 2024

*Note: The job description is a general guideline and may be subject to change based on the evolving needs of the organization.*