

Executive Director and CEO
Kansas Historical Foundation (aka Kansas State Historical Society, Inc.)
6425 SW 6th Avenue, Topeka, Kansas

Position Summary

This is a highly responsible supervisory, administrative, and participatory position. The individual serves as the chief executive of the Kansas Historical Foundation, a private, not-for-profit 501(c) (3) corporation, whose mission is the support of programs of the Kansas State Historical Society, a state agency, through private gifts. The Foundation raises and manages private funds, maintains a membership organization, operates museum stores, sponsors annual and spring meetings, and works directly with the Executive Committee of the Kansas Historical Foundation Board of Directors. Salary is commensurate with experience.

Duties and Responsibilities

75% Development, analysis, and planning

- Directs and implements a comprehensive development program for raising private gifts in support of programs and services for the KHS. Works directly with the Executive Committee of the Board of Directors and the Executive Director of the state agency to set fundraising priorities and targets.
- Identifies, cultivates, and solicits prospective donors.
- Implements comprehensive development plan that includes specific strategies to maximize private support to meet the programming needs of KHS.
- Develops and implements an ongoing program of communication with donors which recognizes past and current commitments and fosters support for future efforts.
- Travels throughout the state (and at times out-of-state) to cultivate financial support.
- Works with the Board of Directors to establish networks of potential supporters and donors throughout all regions of the state.
- Meets annual fundraising targets set by the Executive Committee.

25% Support to board of directors and executive committee, supervision and management of staff, administration

- Manages the overall operation of the Foundation by hiring, supervising, and evaluating staff.
- Develops goals and objectives for activities of the Foundation.
- Assists the treasurer in developing an annual operating budget subject to adoption by the Executive Committee.
- Manages the operating budget.
- Serves as chief liaison to the management of the state agency to ensure strong communication and coordination of all activities of the two organizations.
- Serves as staff for the many executive committee and board of directors committee meetings by facilitating communications and developing meeting materials; also plans and facilitates the annual board of directors and members meeting
- Facilitates the development of new executive committee and board members
- Provides the executive committee and board members with tools to serve as advocates for the Kansas Historical Foundation and the Kansas Historical Society

Essential Functions

- Ability to perform manual duties such as lifting and carrying up to 25 pounds; operate office equipment which may require stooping, kneeling, bending, stretching.
- Ability to sit for prolonged periods of time
- Ability to communicate effectively both orally and in writing
- Ability to travel to meeting sites by motor vehicle when required
- Ability to learn technical skills
- Ability to withstand stressful situations
- Ability to multitask
- Ability to make solid decisions in challenging and time sensitive situations

Minimum Qualifications

Training and Experience

Graduation from a four-year accredited college or university with a bachelor's degree in public, business, political or social science, and four years of professional experience in a related field are required.

Knowledge, Abilities and Skills

Proven excellent written, oral, and interpersonal communication skills and the ability to work independently as well as part of a team are essential. Complex problem solving, independent decision-making, and technical skills are also essential. The ability to speak comfortably in front of various groups in support of the work of the Historical Society is essential.

Preferred Skills

The ideal candidate will have a strong commitment to Kansas history and have strong ties to the philanthropic community. The best candidate will be an experienced, goal-oriented development professional with planning and management skills and a proven track record of fundraising success with significant experience in donor cultivation, major gift solicitation and stewardship.

Experience in donor development, membership recruitment and retention, including use of a broad range of membership tools from direct mail and electronic campaigns to social media. Knowledge of database management. Experience in, and knowledge of, fiscal planning, personnel management, applicable policies and procedures. Supervisory experience and knowledge of modern business practices.

Benefits

Benefits include single premium health insurance, vacation/sick leave, up to 3% employer match on 403(b) retirement plan and an excellent work environment.

Please send cover letter, resume and list of three references to Linda Jeffrey, 6425 SW 6th Avenue, Topeka KS 66615-1099; email: kshs.membership@ks.gov

Applications will be accepted: Open until filled