**CEO/Development Director**

**Kansas Historical Foundation (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 chief executive and development officer of the Kansas Historical Foundation. This is a private, not-for-profit 501(c) (3) corporation, whose mission is the support of Kansas State Historical Society (KHS) programs through charitable 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. This is not a remote position.

**Duties and Responsibilities:**

*75% Development, Analysis, and Planning*

* Directs and implements a comprehensive development program for raising private gifts in

support of KHS programs and services. Works directly with the Executive Committee of the

Board of Directors and the Executive Director of the state agency (KHS) to set fundraising priorities and targets.

* Identifies, cultivates, and solicits prospective donors.
* Implement a comprehensive development plan that includes specific strategies to maximize private support to meet KHS programming needs.
* Develops and implements an ongoing communication program with donors that recognizes past and current commitments and fosters support for future efforts.
* Travels throughout the state (and out-of-state) to garner financial support.
* Work with the Board of Directors to establish networks of potential supporters and donors throughout all regions of the state.
* Meet Executive Committee fundraising targets.
* Assist the treasurer in developing an annual operating budget subject to adoption by the

Executive Committee and managing the operating budget.

*25% Support to the Board of Directors and Executive Committee, Supervision/Management of Staff, Administration*

* Manage the Foundation’s overall operations by hiring, supervising, and evaluating staff.
* Develop goals and objectives for the Foundation's activities.
* Manages the operating budget.
* Serves as chief liaison to state agency management to ensure effective communication and coordination of all activities between 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 the executive committee and board members.
* Provide the executive committee and board members with tools to advocate 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, or equivalent is

preferred.

*Knowledge, Abilities and Skills*

The ability to demonstrate excellent written, oral, and interpersonal communication skills and the ability

to work independently and 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 Historical Society's work are essential.

*Preferred Skills*

The ideal candidate will have a strong commitment to Kansas history and strong ties to the philanthropic

community. The most qualified 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 the 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, and

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 percent employer match on

a 403(b)-retirement plan and an excellent work environment.

**Please send a 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.**