



nortoncountycommunityfoundation

Job Announcement

[Norton County Community Foundation \(NCCF\)](#) is seeking a 3/4 to full-time Executive Director based in Norton, Kansas.

Timeline:

Open until filled. Ideal start date February/March.

Applicants are asked to submit:

- Cover Letter
- Resume
- References

The required documents need to be compiled into one PDF file in the order listed above and emailed to foundation@nortonccf.org.



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Organization: Norton County Community Foundation

Position: Executive Director

Reports to: NCCF Board of Directors

Location: Norton, Kansas

Mission:

Dedicated to serving today for tomorrow, to make our community a better place in which to live.

About NCCF

The Norton County Community Foundation was established in 1994 for the purpose of supporting local charitable activities in Norton County through endowments made to the foundation. Since then, NCCF has grown in assets to nearly \$3 million with an additional \$4.5 million in impact investment projects. Thanks to its generous donors, NCCF has reinvested more than \$10 million into the community through grants supporting qualifying programs and projects. By connecting donors to nonprofits, programs, and causes, Norton County Community Foundation aims to serve as a catalyst for positive change in Norton County - today and tomorrow.

Position Summary

The Norton County Community Foundation is seeking an Executive Director to provide vision, leadership, and management of all aspects of the organization. Building on 29 years of tradition, the community foundation plays a critical role in the health and success of Norton County. The position offers a unique opportunity to partner with donors, non-profit organizations, and civic/community groups for the development of the community foundation and betterment of life in Norton County.

Key Responsibilities:

- Office Operational Management
 - Manage and oversee the daily operations of NCCF business.
 - Propose and oversee budget and regular financial transactions.
 - Prepare annual Form 990 and audits as required by law.
- Board Meeting and Committee Management and Administration
- Strategic Development Guidance
 - Assist Board of Directors and NCCF staff with setting and implementing plans and goals, both long and short term.
- Donor Development, Fund Development and Planned Giving
 - Work with donors to achieve their philanthropic goals.
 - Manage the Foundation's 20+ funds.
 - Organize and facilitate annual fundraising events/programs.
 - Implement a strategic Planned Giving Plan, as set forth by the board and staff of NCCF.



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- Dane G. Hansen Foundation Initiatives Management
 - Coordinate, promote, and manage the Dane G. Hansen Initiatives.
 - Organize and manage the county's "Strategic Doing" growth plan.
- Grant and Scholarship Program Management
 - Facilitate grant and scholarship cycles for multiple programs.
- Strategic Relationships and Networking
 - Develop and implement cooperative and joint efforts between NCCF and community/county/state/national organizations which promote common goals.
 - Act as the spokesperson for NCCF, represent and conduct public relations contacts.
- Build and Promote NCCF and Community Programs
- Support Property Management of Heaton Building and Lyons House
 - Oversee the management of tenants, contracts, and maintenance of buildings.
- NCCF Employee Management
 - Oversee the Director of Operations and Communications.
 - Oversee the Properties Manager.

Position Requirements:

- Minimum 3-5 years of experience in a nonprofit setting.
- Capable and proven leadership skills.
- Fundraising experience required.
- Knowledge of community foundations is preferred.
- Ability to manage and prioritize multiple projects at a time.
- Organizational and communication skills.
- Ability to create and maintain relationships and networks.
- Technology experience and the ability to learn new platforms for the improved efficiencies of the office.
- Flexibility to adapt to an ever-changing environment in an effort to be relevant and responsive to the community served.

Equal Opportunity Employer

NCCF believes that equal opportunity for all members of staff is important for the continuing success of our organization. In accordance with federal, state, and local law, NCCF will not discriminate against an employee or applicant for employment because of race, disability, color, creed, religion, sex, age, national origin, ancestry, citizenship, veteran status, or non-job-related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay, or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.

Compensation

Commensurate with experience. Benefits include: health benefit payment, IRA contribution, paid time off, flexible schedule.