

Position: Executive Director
Kansas Fairgrounds Foundation

About Us

Created in 2003, the Kansas Fairgrounds Foundation is a 501C3 that operates to further the renovation, construction, preservation and beautification of the Kansas State Fairgrounds; to help assist, maintain, enhance, endow and advance the interests of the Kansas State Fair; and to encourage the education of the public about the Fair and its purposes and activities.

As the Fair's fundraising arm, the Foundation is committed to helping the Fair thrive as a place to "Celebrate All Things Kansas" and to ensure that the Fair remains strong and resilient now and for future generations.

Job Overview Summary

The Executive Director is responsible for the fundraising, financial growth and sound overall management of the Kansas Fairgrounds Foundation. Working in concert with the Foundation Board, the Executive Director is responsible for the development and implementation of current and long-range goals, plus move forward the objectives and strategies of the Foundation. The position provides overall leadership and accountability for fundraising strategy, organizational development, implementation, financial oversight and donor cultivation in the field of charitable giving.

This is an opportunity for a highly motivated development professional to build and manage a portfolio of business prospects and donors capable of making substantial investments to help support the Foundation's work.

Duties and Responsibilities

- Fundraising and Marketing
 - Develop a strategic plan to accomplish the Foundation's mission.
 - Reach an annual, board established fundraising benchmark of corporate and donor support, including prospects that can make six- to seven-figure contributions.
 - Build strategic goals and recommendations to engage individuals, corporations and foundations (diverse funding base) to establish a portfolio strategy that includes annual giving, major giving and planned giving.
 - Emphasis will be on growing the donor base by establishing and fostering relationships with potential donors and soliciting charitable gifts.
 - Work in collaboration with a variety of stakeholders to execute each respective fundraising strategy focusing on acquisition, retention and increased gifts year after year.
 - Create a strategic and aggressive donor acquisition strategy.
 - Raise the visibility of the organization through the development and implementation of a sustainable capacity-building campaign geared to its various constituencies as well as the public.
 - Manage the Foundation's social media platforms.

- Research sources for grants and apply for grants from local, state and national sources.
- Work in concert with the Kansas State Fair Sponsorship Director on mutual corporate patrons and donors.
- External Relations
 - Be a spokesperson for the Foundation.
 - Develop and sustain a collaborative relationship with the Kansas State Fair staff, Foundation Board, KSF Board, plus IAFE and volunteer leaders
 - Develop and maintain positive working relationships with stakeholders in both public and private sectors, local and state policy makers, planners and funding bodies when appropriate.
 - Foster professional relationships with individuals and organizations that share a stake in the preservation, growth and future development possibilities of the KSF.
- Fiscal Management
 - Ensure the Foundation is fiscally sound and compliant with local, state and federal regulations
 - Oversee the day-to-day office operations with emphasis on effectiveness and efficiency.
 - Coordinate rigorous accountability standards for grant and budget tracking.
 - Direct financial activities and makes decisions based on plans and policies developed in concert with the Foundation Board of Directors.
 - Plan and execute all Foundation fundraising activities/proposals in cooperation with the Board for successful growth year after year.

Qualifications and Experience

- Persuasive communicator with excellent presentation and interpersonal skills, plus a phone presence.
- Strong writing skills with proven ability to develop high-level, compelling proposals; plus, the ability to quickly synthesize complex ideas and align them with funder priorities.
- Must be a self-starter with strong organizational, team leadership and time-management skills, plus highly motivated, energetic, and enthusiastic to reach established goals.
- Ability to organize, prioritize and execute multiple activities simultaneously.
- Ability to work independently as well as in a team environment. Must be able to build close, effective working relationships with a diverse group of stakeholders.
- Must be good with numbers and comfortable with budgets and financials.
- Must be reliable and dependable with a positive attitude and a willingness to learn.
- Willingness to take initiative and ownership in projects is essential.
- Bachelor's degree preferred.
- Must have 3-5 years of experience in the administration of a nonprofit organization.
- Must have 3-5 years of experience in creating and executing successful fundraising campaigns.
- Experienced at successfully utilizing customer relations management (CRM) software systems to lend to the strategic development.

Other information:

The Kansas State Fairgrounds is located in Hutchinson, Kansas. An office on the grounds will be provided. This position can also work remotely. The main requirement is that you have a stable, reliable internet and cell service. Additionally, this position will require travel across the state.

The Executive Director's position is performance-based. It is recognized that foundation development and growth occurs through contacts made outside the office. Therefore, discretion is given as to the hours spent in the office – as long as his or her job performance is accomplished as described above.

This position will start in early 2021.

Benefits

This position includes health and retirement benefits, along with a competitive salary based on experience.

How to Apply

Applicants should send a cover letter and resume to Mary McCurry at mccurryangus@outlook.com. Please indicate in the subject "Foundation Executive Director." Application deadline is Feb. 5, 2021.

For more information on the Foundation or the Kansas State Fair, visit <https://www.kansasstatefair.com/p/about/kansas-fairgrounds-foundation>.

Salary range

\$50,000 to \$80,000

Seniority

Director

Industry

Non-profit Organization Management

Employment Type

Full-time