



## **Emporia Community Foundation Program Officer Job Description**

### **ORGANIZATION DESCRIPTION**

Created in 1995, the Emporia Community Foundation (ECF) connects the diverse citizens and communities of Lyon and its six contiguous counties through the charitable actions of almost 400 funds and was established for the betterment of the lives within its communities. As a 501(c)3 Foundation, the ECF continues the traditional Kansas heritage of providing nonprofit service and supporting the charitable giving requests of donors who wish to enrich the quality of life of local citizens. The ECF represents the counties of Lyon, Chase, Greenwood, Morris, Osage, Coffey, and Wabaunsee. The Funds that donors may focus their interest are both endowed and non-endowed, including Donor Advised, Field of Interest, and Legacy Funds. Non-profit organizations can also establish endowed and non-endowed Field of Interest and Designated Funds. The ECF has its own endowed Fund for the Future and the sole purpose is to provide funding for the ECF to make the "community" a better place for perpetuity.

A twenty-member volunteer Board of Trustees meeting quarterly and a seven-member volunteer Board of Directors meeting monthly govern the ECF and three to four full time staff manage the daily operations of the foundation. The ECF staff consists of the Executive Director reporting directly to the Board of Directors; the Financial Officer, the Program Officer, and the Office Manager who report to the Executive Director. ECF is a member of the Kansas Association of Community Foundations and is nationally accredited through the Council on Foundations.

### **PROGRAM OFFICER POSITION DESCRIPTION**

The ECF seeks a Program Officer to be the fourth person in an active community foundation office. The Program Officer reports directly to the Executive Director and works closely with the Financial Officer on projects, program development and all phases of the foundation. The Program Officer's primary responsibilities will be coordinating and administering the ECF Grant Program; the Scholarship program; K.I.S.S.; and Match Day. The Program Officer will learn the accounting system and act as the backup for the Financial Officer. In the absence of an Office Manager, the Program Officer will be responsible for administrative tasks such as writing letters, preparing deposits, answering the phone, and greeting people who come to the office. Being a small staff, we all take part in maintaining a clean office, dropping off mail, making bank deposits, and opening and closing the office. The Program Officer will learn the many aspects of the ECF and will be able to work in the office by themselves in the event the Executive Director and Financial Officer are not available.

#### **Minimum Qualifications:**

- A bachelor's degree or equivalent work experience;
- Computer literate in Microsoft Office Suites (i.e. Word, Excel, Outlook), Canva, and social media;
- Ability to communicate in public environment effectively;
- Ability to work well either alone or as part of a team;
- A valid Kansas Driver's license.

### **Duties, Responsibilities and Assignments:**

- Manage the ECF grants including Grant application/proposal review and processing, coordination of several Grant committees, oversee grant program evaluation, prepare reports and other duties as needed;
- Administer the Scholarship Program, including, but not limited to working with schools, students, facilities of higher education, and potential scholarship funders;
- Work with partner organizations in conducting an annual K.I.S.S. (Keep It a Safe Summer) program;
- Manage the Match Day program;
- Assist with the strategic development of the organization;
- Conduct research, compile data, prepare reports for consideration and presentation to the Executive Director and Board of Directors as needed;
- Attend Board, committee meetings and other meetings;
- Manage social media, including the organization's website and Facebook;
- Compile the foundation's quarterly newsletter;
- Assist with ongoing marketing of the foundation including but not limited to speaking engagements;
- Produce the Annual Report;
- Attend in person or online the KACF Annual Conference; regional conference meetings when scheduled and training sessions;
- Other duties as assigned by the Executive Director and Financial Officer.

### **Knowledge, Skills and Abilities:**

- Program management and event coordination;
- Strong organizational skills and ability to coordinate various responsibilities and prioritize deadlines;
- Attention to detail;
- Excellent written and oral communication skills, listening skills, and judgment in communicating within a variety of settings;
- Must be computer literate in Microsoft Office Suites (i.e. Word, Excel, Outlook), Canva, and social media;
- Good writing, analytical, research, and problem-solving skills;
- Professional personal presentation;
- Ability to communicate in public environment effectively;
- Access to a personal vehicle for work-related travel within the Greater Emporia area (Mileage paid to locations outside of Emporia.);
- Knowledge in grant writing/fundraising helpful;
- Ability to work autonomously in a small office environment;
- A self-starter with enthusiasm and a positive attitude.

### **Compensation:**

The compensation package includes salary commensurate with education and experience. The position includes matching retirement contributions after six months employment. A QSHERA plan is provided after 60 days. The ECF recognizes 9 paid holidays. In addition, 12 sick days; 2 weeks paid vacation; plus, mileage is compensated outside of Emporia for Foundation business and meetings based on federal mileage rate. Professional attire is required for the office and outside meetings.

*Work Ethic // Responsibility // Critical Thinking // Flexibility // Initiative  
Perseverance // Team Player // Real World Skills // Respect // Sense of Community*

*At ECF - you will make an impact!*