



Manager of Community Initiatives

Department/Classification: Administrative – Exempt

Job Purpose: *Develop and foster partnerships between KLC and Kansas Community Leadership Programs – including traditional local leadership programs, non-traditional, organization-based, and others. Successfully engage and serve these partners to help KLC meet its organizational mission within the resources provided. Support the development, recruitment and delivery of Equip to Lead. Assist Vice President with the KLC teaching and coaching teams' development to achieve excellence in KLC programs.*

Job responsibilities:

- Work with the Vice President to develop and manage community leadership initiatives, programs and resources to support the mission of the Kansas Leadership Center.
- Available to CLP's to assist with problem solving by providing coaching, counseling to improve their effectiveness
- Foster development of new local/organizational and business leadership programs to become collaborative partners with KLC.
- Coordinate or supervise contracted CLP Consultants and coaches to encourage highest level of performance and program delivery
- Use networks and resources to contribute to the reach and diversity of KLC's partners and audiences.
- Provide continual evaluation of processes and procedures. Responsible for suggesting methods to improve and efficiency of service for external entities
- Support the identification and development of a high caliber perspective KLC teachers and coaches.
- Coordinate meetings, workshops and work sessions involving KLC staff, faculty, coaches and/or community partners.

Qualifications:

- Demonstrated innovation and initiative.
- Ability to focus on key KLC strategic initiatives, design and deliver programs to meet the goals of the initiatives and evaluate effectiveness of programs and strategies.
- Communication skills sufficient to express ideas and agreements concisely and persuasively, both orally and in writing, to a variety of constituencies.
- Excel in teambuilding, facilitation, writing and public speaking.
- Interest or experience in the field of Community Leadership Programs (CLPs).
- Demonstrated project management, time management and organizational skills.
- Highly proficient in Microsoft Office applications, database management and internet applications.
- Ability to work in a team-based, highly collaborative environment.
- Ability to get along with a diverse group of participants and constituents.
- Open to many perspectives, avoiding intellectual arrogance, ideology and rigidity.
- Demonstrated integrity, dependability, sound judgment, and resourcefulness
- Willingness to travel for work in communities across Kansas.
- Bachelor's degree or work experience equivalent. (Majors that emphasize communications, arts, and human relations are encouraged to apply).