



Director of Custom Civic Engagement

Classification:	<i>Full-Time, Exempt</i>
Job Title:	<i>Director of Custom Civic Engagement</i>
Reports to:	<i>President/CEO or another executive level officer</i>
Staff Supervised:	<i>Custom Civic Engagement Manager(s), Associate(s)</i>
Job Purpose:	<i>Creates systems and relationships to ensure the successful implementation of KLC's custom civic engagement efforts. Establishes and manages processes for working with government, private and nonprofit partners to design, implement and evaluate civic engagement projects that forward the mission of the Kansas Leadership Center and achieve partner goals.</i>
Travel Requirement:	<i>Periodic travel may be required for training or business purposes.</i>

Who we are looking for:

This opportunity is for a strategic, process-minded individual who has strong relationship-building skills and the demonstrated ability to drive initiatives. In addition to being a highly motivated self-starter, this individual should:

- Be confident in their abilities but always looking to learn more.
- Thrive in a highly collaborative, team-based environment.
- Have a flexible mindset, with the ability to change course and adapt to changing environments and work processes.
- Have a passion for creating healthier Kansas communities and/or a desire to embody the ideas taught by the Kansas Leadership Center.

Job Responsibilities:

- Serves as project director, oversees all activities, and ensures success of customized civic engagement initiatives supported by financial partnerships.
- Directs Mass Civic Action Projects that model the KLC framework, including the Kansas Beats the Virus partnership with Kansas Department of Health and Environment.
- Hires, supervises, and develops custom civic engagement staff and contractors. Creates systems and activities to guide and monitor their work and development.
- Identifies and addresses emerging opportunities and challenges related to KLC's civic engagement efforts.
- Systematically cultivates and maintains collaborative relationships with key stakeholders.
- Partners with the Chief Civic Engagement Officer, Civic Engagement Team and other KLC staff to ensure optimal alignment of strategies to achieve the KLC mission.
- Coordinates periodic review and realignment of custom civic engagement processes.
- Public speaking and consulting as required.
- Drives revenue into KLC to grow core civic initiatives.
- Provides information and experienced insight during KLC Board meetings as required.
- Other duties as assigned.



Qualifications/Professional Skills Required:

- Bachelor's degree preferred but not required.
- At least 5 years of experience directly related to the responsibilities specified.
- Strong relationship and networking skills
- Understanding of the Kansas civic landscape
- Ability to work on deadlines with a sense of urgency.
- Outstanding customer service and problem-solving skills
- Ability to coach, mentor, and empower a team to achieve shared goals.
- Ability to supervise and delegate work.
- Ability to discern when to work independently and when to work through a team.
- Excellent written and verbal communication and presentation skills
- Highly proficient in Microsoft Office, project management and internet applications
- Professional and positive attitude
- Self-directed and able to work independently to meet deadlines.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.

Compensation and Benefits:

- Competitive salary and benefits package. Salary determined by candidate's level of experience in the field.
- Insurance and benefits in addition to salary:
 - Retirement plan
 - Health, dental and vision insurance
 - Disability insurance
 - Life insurance
 - Flexible spending account
 - Paid time off

Interested applicants should submit a cover letter, resume and at least two professional references to Wendy Pollman, HR Representative, at hr@kansasleadershipcenter.org.

Kansas Leadership Center is proud to be an equal opportunity employer.

Updated April 1, 2021