



The mission of the Kansas Civic Network is to create an equal, respectful, and robust environment that will promote civic engagement and create dialogue about the issues currently facing communities in Kansas and beyond.

Position Title: Chief Advancement Officer

Location: Salina, Kansas

Hours and Compensation: Time commitment is completely flexible and it is intentionally set up to work with school schedules and other commitments. Unfortunately, it will be unpaid.

Application Deadline: Not listed.

Job Description:

Reporting directly to the Executive Director, the incoming CAO will lead the Advancement Department that supports our philanthropic and fundraising activities. The Chief Advancement Officer will be responsible for facilitating, building, and maintaining external relationships with both corporate and community donors and partners. To lead this function, we are looking for a CAO who is an exceptional manager, leader, relationship builder, and communicator.

Duties and Responsibilities Include:

- Plan and direct a comprehensive, complex fundraising operation
- Identify and develop potential donors and strategic partnerships, and in addition to stewarding current donors
- Set and drive a clear vision for the advancement department that advances organization-wide strategies, goals, and change processes
- Collaborate with the CFO to ensure financial communication and commitment
- Partner with the Communications Department and the Community Engagement Department to ensure systems and processes are in place for successful planning, execution, and evaluation of revenue generating events

Qualifications and Experience:

- Experience in the field of fundraising, marketing, sales, public relations or related field
- Excellent active listening, persuasion, negotiation, presentation and public skills
- Integrity/ethics beyond reproach
- Has great energy
- Strong organizational skills, as necessary for the development and management of goals, strategies, campaigns, prospects and donors

Please send your **resume and dates/times of availability** to the Executive Director, Andres Mata at mataandres@outlook.com

www.kscivicnetwork.org