



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: Associate Director of Grants and Resource Development

Location: Remote (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:

Under the direction of the Chief Financial Officer, the Associate Director of Grants and Resource Development will plan and direct Grants search operations of KCN. The Associate Director of Grants and Resource Development is responsible for pre-grant writing and identifying/selecting possible grant opportunities for KCN.

Duties and Responsibilities Include:

- Actively seek, identify and recognize external opportunities that present viable funding opportunities and match KCN goals, priorities, and search requests
- Serve as a liaison with funding source program and contract officers, resource developers nationally, and with community organizations.
- Represent Kansas Civic Network in community-group conferences, professional associations, and other public venues.

Qualifications and Experience:

- Ability to meet deadlines
- Integrity/ethics beyond reproach
- Demonstrated resourcefulness and good judgment
- Excellent interpersonal and team skills, extremely collegial
- Outstanding communications skills, written and oral

Please send your **resume and dates/times of availability** to the Executive Director, Andres Mata at andres.mata@kscivicnetwork.org

www.kscivicnetwork.org