

OPEN POSITION: EXECUTIVE DIRECTOR

Flint Hills Regional Council

Position: Executive Director
Direct Supervisor: Executive Committee of the Board of Directors
FLSA: Exempt.
ADA: Applicable
FMLA: Eligible



Nature of Work:

Located in the beautiful landscape of the Flint Hills of Kansas, home of Kansas State University, Fort Riley 1st Infantry Division, the \$1 billion-dollar NBAF Lab, as well as engaged, active citizenry. The Flint Hills Regional Council (FHRC) Executive Director is responsible for providing management and leadership for the FHRC staff and technical expertise to Council members, coordination in the region of the exchange of ideas, identification of and potential resolutions for regional concerns and promotion of communications between public and private agencies by developing support programs in economic development, transportation, land use, environmental resource management and other projects. Work includes preparing regional and local studies, preparing grant applications for identified project funding assistance, administration of a nonprofit and project grant funds, local community planning services, and other projects. The Executive Director will be responsible for developing and managing the annual budget which shall be adopted annually by the FHRC Board. It is the Executive Director's responsibility to identify and procure resources to support the FHRC and accomplish its objectives.

Duties and Responsibilities (include but not limited to):

- Manage daily business operations of FHRC and oversee management of files and administrative records;
- Identify regional concerns and issues and work toward their resolution
- Establish and maintain a meaningful and effective working relationship and open communication with staff, Council members, state and federal government agencies and private sector and nonprofit partners;
- Develop and guide an agency-wide, long-term strategic plan;
- Develop a comprehensive grant program to sustain and grow the council while implementing the strategic plan and mission.
- Identify and develop new funding sources to meet the FHRC's mission;
- Oversee administration of grants, loan programs, research projects and other programs;
- Assist members in identifying specific needs within their communities and make recommendations for possible solutions;
- Recruit, hire, train and evaluate a quality, multi-disciplined staff with both technical and administrative oversight requirements;
- Provide information on state and federal funding programs;
- Provide basic research for the use of Council members and senior level professionals;
- Coordinate research and data gathering for reports using computer techniques;
- Provide assistance to members in completing and updating community comprehensive plans, capital improvement plans or specialized studies;
- Provide assistance to the Council, its committees and members pertaining to transportation, community and economic development and other related issues;
- Facilitate public involvement;
- Develop and manage FHRC budget and finance goals and maintain a financial reporting system;
- Provide monthly programmatic and financial reports to the FHRC Board or as directed;
- Represent the agency before media, the public, and legislative bodies; Seek and secure stable funding from diversified sources that ensure the continued viability of the FHRC (federal/state/regional grants; private sector partnerships, etc.);
- Perform other assigned tasks as directed by the Board of the Flint Hills Regional Council.

Education and Qualifications: Masters Degree from an accredited college or university with preference given to major course work in the fields of planning, public administration, community development, economics or other related fields of study or equivalent work experience. Four years of demonstrated executive level administrative management experience is preferred, and executive level experience in a public agency is preferred. AICP Certification is preferred, or ability to obtain certification

within one year. Must understand and be able to manage grant programs and all aspects of a nonprofit organization. Experience or knowledge of government operations and legislation is required.

Must be a U. S. Citizen and reside within the region within three (3) months of accepting the position. Individual must possess a valid driver's license and have access to a motor vehicle to be used for business purpose travel within the region. Position requires extensive travel.

Supervision: This employee works under the direction of the Board of the Flint Hills Regional Council. This employee exercises supervision over subordinate personnel and independent contractors of the FHRC.

Knowledge, Skills and Abilities:

- This position requires knowledge of public participation, facilitation, conflict resolution methods, and the ability to establish and maintain effective working relationships;
- Excellent writing and oral communications on technical issues with audience highly diverse in their technical knowledge;
- Skill in the preparation of grant applications, written reports and competency in communications with public officials is essential;
- Knowledge of local, state and federal funding sources;
- Ability to read and interpret maps, engineering plans, and complex research documents;
- Ability to work in a variety of settings – urban, suburban, and rural – public and private sectors – and be comfortable working with high-level elected and appointed leaders at local, state and federal levels;
- Knowledge of federal and state transportation funding programs and basic program requirements;
- An understanding of basic statistical and social research methods and concepts;
- Working knowledge of basic office equipment and computer software, including word processing, graphics and spreadsheet programs;
- Working knowledge of GIS software and mapping;
- Must possess the ability to work well with coworkers, commissioners and others in a team atmosphere;
- Thorough knowledge of computers, office procedures and equipment, accounting, and mathematics is required;
- Must use appropriate interpersonal styles and methods to inspire and guide individuals toward goal achievement and shares ownership and visibility in goals.

Working Conditions:

- No adverse working conditions exist within this position;
- Work involves typical office environment;
- Required attendance at off-site meetings;
- Must be willing to attend meetings outside of regular working hours;
- Must have own reliable transportation.

Decision Making: Independent decision making is required in this position. This employee makes decisions about resolving personnel, agency and public concern issues, prioritizing assignments and performing daily duties in the most effective and efficient manner.

Financial Accountability: This employee is financially accountable for all operation and project funds for the Flint Hills Regional Council and perform as the fiscal agent for associated agencies. Responsible for seeking grant funds to sustain the operations and manage such funds as required. Responsible for presenting an annual budget to the Board and oversees all financial transactions.

Physical Requirements: Physical activity associated with working in an office setting.

Salaries & Benefits: The salary range for this position as full-time is commensurate with education and experience and includes a benefit package. This position initially will be filled as a full-time position with the potential for part time employment.

For more information or to send cover letter and resume, contact:
FHEDD@Flinthillsregion.org by May 1st, 2020. No phone calls please.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Flint Hills Regional Council are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine duties.

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