

# FLINT HILLS REGION

## Executive Director Job Posting Flint Hills Regional Council, Inc.

<b>Title:</b> Executive Director
<b>Position Type:</b> Full-Time
<b>Full-Time Salary:</b> \$70,000-\$85,000 with benefits
<b>Review of Resume Begins:</b> August 4, 2023

*The Flint Hills Regional Council (FHRC) is seeking an executive director.*

The FHRC Executive Director is responsible for providing management and leadership for staff, technical expertise to Council members, and leading efforts throughout the seven-county Flint Hills region related to its mission to “*enhance the economic viability and quality of life in the Flint Hills through regional collaboration*”. Support for operations comes from membership dues (current membership = five counties and 15 communities), and public sector and private foundation grant support.

In addition to managing the non-profit, the executive director is expected to monitor key issues and opportunities throughout the region and develop effective collaborative actions. A Five-Year Strategic Sustainability Plan has been completed and identified five key roles for the organization’s focus:

- Regional Convener
- Regional Advocate
- Support for Fort Riley
- Attract Funding for Regional Opportunities
- Deliver Specialized Services for Members.

The plan can be accessed at [www.flinthillsregion.org](http://www.flinthillsregion.org)

FHRC plays the important roles of promotion, interaction, issues identification, and regional support for the Fort Riley US Army Base. The Department of Defense through the Office of Local Defense and Community Cooperation makes available competitive and non-competitive grants to support communities and the broad region that is impacted by the military base’s presence.

Besides Ft. Riley, FHRC seeks to positively impact the broad geography of the seven-county Flint Hills Economic Development District (FHEDD). The District is a region designated by the US Economic Development Administration (EDA). In its administrator role, FHRC periodically conducts, implements, and updates the region’s Comprehensive Economic Development Strategy (also at the website). In this role, FHRC has access to both competitive and non-competitive EDA grant opportunities. The FHEDD includes Chase, Geary, Lyon, Morris, Pottawatomie, Riley, and Wabaunsee counties.

The region is home to leading post-secondary institutions (Emporia State University, Flint Hills Technical College, Kansas State University and Manhattan Area Technical College) and the newly opened National Bio and Agro-Defense Facility (NBAF).

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- All tasks related to operating a high functioning non-profit, working directly with a board of directors.
- Operationalizing a Five-Year Strategic Sustainability Plan created in 2023.
- Implement, modify as necessary, and administer tasks in the current Flint Hills Economic Development District Comprehensive Economic Development Strategy (CEDDS). Ensure compliance in submitting federal reports and ongoing awareness and preparation as the five-year timeline for the CEDDS update approaches
- Supervise outreach to member communities and counties and make efforts to engage non-members.
- Establish effective working relationships with appropriate state, regional, and federal agencies and private sector groups - seeking partnerships that promote the efforts of FHRC.
- Developing strategies to maintain and expand organizational revenue: capturing public and private foundation grants; identifying new revenue generating programs; and creating new funding partnerships.
- Evaluate economic concerns of citizens, business owners, economic development professionals, educators, students, elected officials and professional managers to develop an understanding of area issues, challenges, and pair issues with available resources. Convey that knowledge to staff and the board with potential responses.
- Supervision of professional staff and all associated components – hiring, evaluating, assigning work responsibilities, mentoring and leading staff; identifying training and growth opportunities providing leadership for a team atmosphere.
- Prepare annual budget for board approval – monitor and report expenses and revenues, giving members updates at board meetings, maintain a comprehensive financial reporting , grant tracking, and auditing system.
- Plan and prepare materials for executive committee and board meetings using distance technology as needed and ensure compliance with regulations and bylaws.
- Maintain all audit records and grant requirement data.
- Represent the agency before media, the public, and legislative bodies.
- Performs other related duties as required.

## **KNOWLEDGE & SKILLS**

- Knowledge of public sector and private foundation grants and evidence of successful grant writing.
- Technical writing, data analyses, research methodologies, report preparation, presentation skills and overall effective verbal communication skills.
- Understanding operational characteristics, needs, and cultures of local government in both rural and semi-urban communities.
- Develop background as well as operational characteristics and cultures of military installations, higher education institutions, business community, and chambers / economic development organizations.
- Ability to facilitate discussions surrounding politically sensitive topics.
- Understanding all aspects of grant management (federal, state, local, and private), including regulations and procedures to ensure compliance.
- Have background and experience with modern principles and practices of project/program management, planning, and public administration.
- Follow principles of public finance, budget preparation and control and practices of financial record keeping and reporting.
- Principles of supervision, training, performance evaluation, and overall human resource best practices, policies and procedures.
- Familiarity with databases, websites, and various software and applications.
- Pertinent Federal, State and local laws, codes, and regulations.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in planning, public administration, business administration, economic development, mass communications, or a related field and five years of increasingly responsible experience in public or business administration or a related field.

OR

Master's degree from an accredited college or university with major course work in planning, public administration, business administration, economic development, mass communications, or a related field and two years of increasingly responsible experience in public or business administration or a related field.

## **OTHER REQUIREMENTS**

- Valid driver's license.
- Must be available to attend both in-person & zoom meetings throughout the region both during and outside of regular work hours.
- Must have own reliable transportation.
- Must pass a background check.
- Work is remote but the incumbent is expected to live within the Flint Hills region.

## **PREFERENCES**

- Demonstrated executive level administrative management experience.
- American Institute of Certified Planners certification (or other professional certification)
- Working knowledge of GIS software and mapping applications

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**APPLY BY SUBMITTING A COVER LETTER & RESUME ONLY TO:**  
[Employment@Flinthillsregion.org](mailto:Employment@Flinthillsregion.org)

**No Phone Calls Please - Submit Questions via Email Address**