



Position Description

Position Title:	Lead For Kansas Deputy Director
Reports To:	Lead For Kansas Executive Director
Classification:	Full-Time
FLSA Status:	Salaried Exempt
Direct Reports:	

ABOUT LFA

Lead For America is a nonprofit that exists to ensure that our nation's most dynamic and diverse leaders are working on our communities' toughest challenges. To that end, LFA helps outstanding young people become civic leaders, particularly in their hometowns and states. In our flagship two-year paid Fellows program, we've funded and placed over 100 Fellows in newly created positions in their home communities since 2019, and plan to have 100 additional Fellows starting in August 2021. Along with our Fellows program, we have placed 150+ Summer Fellows, launched 10+ college chapters nationwide, and incubated five state and regional affiliates to date.

WHY WE'RE HIRING

Lead For America is about to begin a period of tremendous growth. From the organization's founding in late 2018, we have placed 100+ Fellows in 24 states, raised several million dollars from public, private, and philanthropic partners, and are now operating 5+ state and regional affiliates. By the end of 2021, we expect to grow from 16 full-time employees to 25, which will put us in position to significantly expand our fellowship and education programs, while also investing in deep place-making work in "demonstration cities" to build comprehensive talent and civic education strategies in distressed communities.

We are looking for team members who are excited about being a part of this growth and helping shape a nationwide movement that will be enlisting thousands of young leaders every year. We are seeking people who will see this role as a path to leadership development and professional growth. The right team additions will feel energized and excited by enormous responsibility and opportunities for creative autonomy and must be disciplined, self-motivated, highly organized, and have excellent oral and written skills.

Recently, to embody our values and best serve communities struggling with Brain Drain, we relocated our headquarters to Dodge City, Kansas (to learn more about our planned work in Dodge City, see [here](#)). Because we hope that all of our staff members will be actively involved in community building efforts, for most roles we are prioritizing hires for people who are willing to live and work in Dodge City, or are able to spend a significant amount of time there each month, after the pandemic is over. We understand that not everyone can relocate and still welcome applications from those applying to work from anywhere in the country (also, note that positions that allow or require working outside of Dodge City will note that in the position summaries). The LFA team strongly encourages new hires who are unable to move to

Dodge City in the short term to spend extended time in the community; we hope that they might fall in love with it as so many on our team have done and feel more welcome to join our growing team here!

POSITION SUMMARY

Responsible for managing the implementation and execution of the vision, strategy, goals, and overall success of Lead For Kansas (LFKS), designing, launching, and managing the educational initiatives including high school and college chapters and the Summer Fellows program, spearheading communications and PR strategy, streamlining operations and systems, writing grants and proposals, and leading the recruitment and selection of LFKS Fellows. To meet LFA's national aspirations for impacting as many communities as possible, by 2024 it is expected that LFKS will have at least 50 Fellows in each upcoming cohort, 250 Summer Fellows a year (undergraduates), a successful statewide educational program in high schools and colleges, a thriving demonstration community in Dodge City, and a prominent role in thought leadership and policy development regarding building strong communities in Kansas. This role requires living permanently in Kansas, with strong preference for Dodge City or Garden City.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by individuals in this role. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Work closely with the LFKS Executive Director to determine LFKS's strategy, management, and operations.
- Design, launch, and coordinate the LFKS Summer Fellowship program, which aims to place 200 undergraduate interns in their hometown local governments across Kansas, possibly as soon as summer 2021.
- Design, launch, and coordinate a high school and college chapter system that cultivates civic leadership in youth, and gets them actively involved in entrepreneurial projects to benefit their community.
- Lead every aspect of LFKS communications and PR, developing a strategic plan, conducting outreach to news outlets, telling compelling stories of impact, managing the LFKS website, collateral, and social media, and positioning LFKS as thought leaders within the state.
- Alongside the National recruitment team, coordinate the recruitment and selection of outstanding community-rooted Kansas to serve in the fellowship. This role includes direct outreach to candidates through Handshake and LinkedIn, university outreach, info-session and career fair attendance, job posting, reviewing applications, interviewing candidates, and matching candidates with hosts.
- Along with the National operations and finance team, coordinate the data systems and accounting needs of LFKS. Note that accounting and tech is centralized with the National organization, yet regular communications and support will still be needed.
- Along with the National operations and finance team, assist with the compliance with all grants, including an anticipated AmeriCorps grant. This may include assisting with grant narratives and reports.
- Along with the National operations and finance team, assist the LFKS Executive Director with financial planning and budgeting.
- Support the LFKS Executive Director with the facilitation and curriculum development for fellowship trainings and retreats.

- When capacity is limited for other members of the LFKS staff, support directly with Fellow support, host procurement, fundraising, and other necessary elements to ensure the successful implementation of the initiative.

QUALIFICATIONS

Education

BS degree in Business, Finance, Non-Profit Administration, or related field required; MBA preferred.

Experience

4+ years of operational management experience, communications or marketing experience, or program management experience within a civic-minded organization required.

Knowledge, Skills, and Attributes

- **Mission/Vision:** able to support and articulate the organization's mission, goals and objectives in a positive and inspirational manner.
- **Strategic Vision and Agility:** ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan; ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
- **Operational Management:** understanding of strategic planning, finance, systems, HR, and risk management, and ability to recognize and align effective business partnerships to support each where needed; manage confidential information with discretion and care.
- **Communication:** relate well with all types of people; patience to hear others out and build rapport with dignity and tact; promote and demonstrate collaboration; relay information that is sufficiently detailed and promotes desired results, and the ability to compellingly convey a vision.
- **Leadership:** effective capacity for managing and leading people and scaling up organizations; ability to connect staff on an individual- and team-based level; capacity to impose accountability, develop and empower leaders from the bottom up; cultivate entrepreneurship and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- **Results-Oriented:** mindset for exceeding goals; high standard for excellence and attention to detail; ability to balance the delivery of programs against the realities of a budget; provide accurate results that are well thought-out and complete; exhibit high standard for excellence and attention to detail.
- **Capacity Building:** ability to effectively build organizational and staff capacity, selecting and developing highly qualified team members and the processes that ensure the organization runs smoothly.
- **Action Oriented:** strong work-ethic; ability to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.

SALARY RANGE

For the sake of clarity, we provide information about the minimum and maximum salaries we can provide at this time. Starting salary is dependent on role, experience level, and cost of living of the job location for positions where there is geographic flexibility. Based on these factors, the below salary range

is subject to vary considerably. Note that salaries are expected to rise over time with inflation and the growth of the organization.

In the first year of the affiliate, the salary will be collectively agreed upon by the Executive Director and the LFA CEO and COO. After the first year, an annual salary will be recommended by the affiliate's local Board of Advisors, which will be subject to approval from the LFA CEO and National Board of Directors.

The below salary range for the first year is subject to vary based on the unique background of each candidate. Note that salaries are expected to rise over time with the growth of the organization.

Minimum starting salary (assuming minimum required experience met): \$50,335

Maximum starting salary (assuming 30+ years of related experience): \$75,503

BENEFITS

This position includes a retirement plan, health insurance, 15 days PTO (with increasing PTO over time), 12 weeks of parental leave (including the first 4 weeks paid), and a \$750 annual professional development allowance. For full benefits, see our Benefits Overview available [here](#).

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

This position requires:

- Normal periods of sitting, standing and walking, typically in an office environment.
- Type/enter data on keyboard.
- Normal vision and hearing (with or without correction).
- Speaking one-on-one and in a group setting.

Majority of work is performed inside an office building and temperature controlled. Must be able to attend and participate in outdoor events in various weather conditions. Level of noise is usually moderately quiet.

Acknowledgements:

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirement and employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.