

Executive Director Kansas City Design Center

The Kansas City Design Center is an interdisciplinary, teaching, research and outreach center in partnership with Kansas State University and the University of Kansas – focused on the Kansas City Metropolitan Region. KCDC strives to advance the application of design by addressing the most important issues affecting our urban environments.

The Executive Director is a **contract position** and a key management leader of KCDC, a non-profit organization, and is responsible for overseeing the administration, programs and strategic plans of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

Organization Mission and Strategy: Work with board and university staff to ensure that the mission is fulfilled through research, projects, programs and community outreach.

- Responsible for implementation of KCDC's programs that carry out the Design Center's mission, including attracting, advising, and coordinating faculty and other design professionals leading courses, studios, programs and research.
- Serve as a liaison with universities to prioritize initiatives, research and project opportunities.
- Expand the KCDC's partnerships with other universities including the University of Missouri at Kansas City.
- Establish and maintain relationships with various organizations throughout the region and utilize those relationships to strategically enhance KCDC's Mission.
- Responsible for the enhancement of KCDC's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Serve as KCDC's primary spokesperson to the Design Center's constituents, the media and the general public.
- Responsible for strategic planning to ensure that KCDC can successfully fulfill its mission into the future.

Financial Performance and Viability: Develop resources sufficient to ensure the financial health of the KCDC.

- Responsible for fundraising and developing other resources necessary to support KCDC's mission including:
 - Operational grants and support
 - Incentive grants for Affiliated faculty research and research 'buy outs'
 - In coordination with partner university faculty, project/research-related underwriting funds
- Responsible for the fiscal integrity of KCDC, to include submission to the board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of KCDC.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of KCDC in a positive financial position.

Board Governance: Work with board to fulfill KCDC's mission.

- Responsible for leading KCDC in a manner that supports and guides the Design Center's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the board and providing, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Design Center throughout the region.

Organization Operations: Oversee and implements appropriate resources to ensure that the operations of KCDC are appropriate.

- Plan and operation of annual budget.
- Oversee marketing and other communications efforts.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Supervise Design Center personnel and collaborate/coordinate with sponsoring university faculty and staff.
- Review and approve contracts for services.
- Responsible effective administration of KCDC operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Other duties as assigned by the Board of Directors.

Professional Qualifications:

- Master's degree preferred. Education may be in fields beyond design disciplines that demonstrate administrative and leadership accomplishment as well as an appreciation for excellence in design.
- Five or more years senior business or nonprofit management experience.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities; planning, delegating, program development and task facilitation.
- Ability to convey a vision of KCDC's strategic future to staff, board, volunteers and donors.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Skills to collaborate with and motivate board members and other volunteers.
- Strong written and oral communication skills.
- Ability to interface and engage diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking ability.

Compensation:

- Retainer commensurate with experience and other qualifications. \$65,000-\$80,000.