



6425 SW 6th Avenue • Topeka, KS 66615-1099 • 785-272-8681 • kansashistory.gov

**CEO/Director of Development
Kansas Historical Foundation
6425 SW 6th Avenue, Topeka, Kansas**

Help us bring Kansas history to life—for everyone!

The Kansas Historical Foundation is more than your typical nonprofit—our sole responsibility is to support the Kansas Historical Society’s mission, its storytellers, preservationists, and champions of the people, places, and events that have shaped our state. From preserving irreplaceable artifacts to inspiring future generations through education and research, our support of the Kansas Historical Society connects Kansans to their past in ways that inform the future.

We’re looking for a dynamic, strategic, and relationship-driven CEO/Director of Development to help fuel that mission. If you’re energized by building meaningful connections, growing impactful fundraising programs, and making a visible difference in a community—this is your opportunity to lead, innovate, and leave a legacy.

What You’ll Do!

As our CEO/Director of Development, you will be the driving force behind the Foundation’s fundraising success. You’ll partner with leadership, staff, and board members to grow philanthropic support and expand our reach across Kansas and beyond.

Key responsibilities include:

- **Lead fundraising strategy:** Design and execute a comprehensive development plan, including major gifts, annual giving, grants, planned giving, and corporate partnerships
- **Cultivate relationships:** Build and steward a portfolio of donors and prospects, creating authentic, lasting connections that inspire generosity
- **Tell our story:** Craft compelling cases for support that connect donors to the impact of preserving Kansas history
- **Inspire giving:** Personally solicit major gifts and support leadership in high-level donor engagement
- **Strengthen partnerships:** Work closely with trustees, volunteers, and community leaders to expand our network and influence
- **Drive results:** Establish goals, track progress, and continuously refine strategies to grow revenue and donor engagement
- **Collaborate across teams:** Partner with program and communications staff to align fundraising with the Kansas Historical Society’s mission and priorities, and work in close coordination and cooperation with the Kansas State Historical Society, with oversight from the Executive Committee
- **Build your team:** Hire and lead a Director of Operations to manage membership, annual giving operations, retail store staff, and day-to-day administration so you can focus your energy on development and donor relationships
- **Serve as a face of the Foundation:** Represent KHF publicly and serve as a key external partner, working in close collaboration and cooperation with the Kansas State Historical Society’s Executive Director, under the direction of the Executive Committee

Position Summary:

This is a highly responsible supervisory, administrative, and participatory position. The individual serves as chief executive and development officer of the Kansas Historical Foundation. This is a private, not-for-profit 501(c) (3) corporation, whose mission is the support of Kansas State Historical Society (KHS) programs through charitable gifts. The Foundation raises and manages private funds, maintains a membership organization, operates museum stores, sponsors annual and spring meetings, and works directly with the Executive Committee of the Kansas Historical Foundation Board of Directors, in close coordination and cooperation with the Kansas State Historical Society. Salary is commensurate with experience. This is not a remote position.

As CEO/Director of Development, you will have full responsibility and oversight for every aspect of the Foundation. Your time is meant to go where it matters most: fundraising and donor relationships.

Duties and Responsibilities:*Primary Focus: Development, Analysis, and Planning*

- Direct and implement a comprehensive development program for raising private gifts in support of KHS programs and services. Work in close coordination and cooperation with the Executive Director of the state agency (KSHS), and under the direction of the Executive Committee of the Board of Directors to set fundraising priorities and targets.
- Identify, cultivate, and solicit prospective donors.
- Implement a comprehensive development plan that includes specific strategies to maximize private support to meet KHS programming needs.
- Develop and implement an ongoing communication program with donors that recognizes past and current commitments and fosters support for future efforts.
- Travel throughout the state (and out-of-state) to garner financial support.
- Work with the Board of Directors to establish networks of potential supporters and donors throughout all regions of the state.
- Meet Development Committee and Executive Committee fundraising targets.
- Assist the treasurer in developing an annual operating budget subject to adoption by the Executive Committee and managing the operating budget.

Oversight Responsibilities: Board and Executive Committee Support, Staff Supervision, Administration

The Director of Operations, as hired and supervised by the CEO/Director of Development, will handle the majority of day-to-day work – including membership, annual giving operations, and retail store staff – while the CEO/Director of Development retains overall responsibility and oversight.

- Manage the Foundation's overall operations by hiring, supervising, and evaluating a Director of Operations
- Develop goals and objectives for the Foundation's activities.
- Manage the operating budget.
- Serve as chief liaison to state agency management to ensure effective communication and coordination of all activities between the two organizations, under the direction of the Executive Committee

- Serve as staff for the many executive committee and board of directors committee meetings by facilitating communications and developing meeting materials; also plans and facilitates the annual board of directors and members meeting.
- Facilitate the development of the executive committee and board members.
- Provide the executive committee and board members with tools to advocate for the Kansas Historical Foundation and the Kansas Historical Society.

Minimum Qualifications:

Training and Experience:

Graduation from a four-year accredited college or university with a bachelor's degree in public, business, political or social science, and four years of professional experience in a related field, or equivalent is preferred.

Knowledge, Abilities and Skills:

The ability to demonstrate excellent written, oral, and interpersonal communication skills and the ability to work independently and as part of a team are essential. Complex problem solving, independent decision-making, and technical skills are also essential. The ability to speak comfortably in front of various groups in support of the Historical Society's work are essential.

Preferred Skills:

The ideal candidate will have a strong commitment to Kansas history and strong ties to the philanthropic community. The most qualified candidate will be an experienced, goal-oriented development professional with planning and management skills and a proven track record of fundraising success with significant experience in donor cultivation, major gift solicitation and stewardship.

Experience in donor development, membership recruitment and retention, including the use of a broad range of membership tools from direct mail and electronic campaigns to social media. Knowledge of database management. Experience in, and knowledge of, fiscal planning, personnel management, and applicable policies and procedures. Supervisory experience and knowledge of modern business practices.

Experience building and delegating to a team, while retaining ultimate accountability for organizational results, is highly valued.

Compensation:

The anticipated salary range for this position is **\$90,000 to \$125,000**, depending upon qualifications, experience, and overall fit with the Foundation's needs.

Benefits:

Benefits include single premium health insurance, vacation/sick leave, up to 3 percent employer match on a 403(b)-retirement plan and an excellent work environment.

Please send a cover letter, resume and list of three references to Caryn Kramer, 6425 SW 6th Avenue, Topeka, KS 66615-1099: email kshs.membership@ks.gov

Applications will be accepted: Open until filled.