



P.O. Box 647
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Job Description and Announcement

TITLE: Associate Director or Executive Director

OVERVIEW:

This is a full-time, professional administrative position with the small national non-profit organization— *Jana's Campaign, Inc.* We are looking to fill a leadership staff position with a flexible title based on past experience and responsibilities. The position will be open in the spring of 2018.

ABOUT JANA'S CAMPAIGN:

Jana's Campaign is a national education and violence prevention organization with the single mission of reducing gender and relationship violence. In honor of the late Jana Mackey and other victims and survivors of gender-based violence, *Jana's Campaign* delivers educational programs that prevent domestic and dating violence, sexual assault and stalking.

Our mission is to provide quality educational programming that prevents gender and relationship violence. Working through secondary schools, colleges and universities and community-based organizations and agencies, *Jana's Campaign* delivers specialized prevention strategies and curricula that are designed to prevent violence, build healthy relationships and create new social norms.

DUTIES:

This position is responsible for providing leadership and guidance to the staff and the board of directors, in support of our mission. This includes both organizational development and administrative functions (40%) and the planning and implementation of program activities (60%).

DETAILED RESPONSIBILITIES:

Organizational Development and Administration (40%)

- Public Relations (publications, social media, website updates, press releases, annual reports, oversee contact/management system, and public presentations).
- Finance and Budgeting (treasurer reports, fundraising, oversee donor management system, donor contact, grant writing and management).
- General Administrative Duties (support board functions, manage staff and volunteers, board education, board agenda, and other related activities).

Program Planning and Implementation (60%)

- Issue/Topic Research (develop a deep understanding of the historical and current educational and violence prevention strategies and gender violence issues)
- Educational Program Development and Planning (assist the board in the development of action steps and educational activities)
- Educational Program Implementation (assist with the implementation and coordination of educational activities- Secondary Education, Higher Education, Community Education.)

EXPECTED QUALIFICATIONS:

- Experience with nonprofit management and leadership that supports this position.
- Bachelor's degree with coursework in education, social work, public administration or related fields; master's or advanced degree preferred.
- Self-motivation and ability to work with minimum supervision.
- The ability to successfully balance multiple projects during the same time period.
- Ability to communicate effectively, in writing and orally with individuals, groups and the general public.
- Ability to utilize electronic communication and computer applications (includes social media, web and database management).
- Exhibits effective organizational skills (includes attention to details, accuracy and precision of work).
- Ability to manage budgets and financial resources.
- Ability to implement and oversee fundraising and grant writing activities.
- Experience as an independent problem solver while at the same time effective as a team player and collaborator.
- Experience that illustrates effective leadership skills.

SALARY, BENEFITS AND PROFESSIONAL DEVELOPMENT:

- Salary and title commensurate with education and professional experience. Final salary and title negotiated with the Board President.
- Benefits include health insurance, paid holidays, sick leave and vacation time. See Employee Handbook for further details.
- Reimbursement for travel and other related programming expenses.
- Professional development opportunities.

LOCATION:

National headquarters is located in Suite 204, Hadley Center, 205 E 7th St, Hays, Kansas.

APPLICATION:

To apply for this position, please send a cover letter, resume and a list of references to Sandra Bainter, Search Committee Secretary, *Jana's Campaign*, P.O. Box 647, Hays, KS 67601 or email to sbainter@janascampaign.org. Accepting applications after January 1, 2018.

EQUAL EMPLOYMENT OPPORTUNITY:

Jana's Campaign is an Affirmative Action/Equal Employment Opportunity employer committed to non-discrimination on the basis of race, sex, national origin, disability, religion, age and sexual orientation.