

# **Executive Director EMBRACE**

**Overland Park, KS**

## **Organizational Background**

EMBRACE (Enriching Many By Reaching All in Catholic Education) in Overland Park, Kansas, is seeking an Executive Director to raise funds and partner closely with schools to help meet the needs of students with special needs. This 501c3 nonprofit organization was formed in 2016 by a group of parents and individuals committed to the cause. Its mission is to provide children with special needs the opportunity for an inclusive Catholic education by providing resources to support these children in their home parish schools.

EMBRACE currently has an annual budget that is just under \$500,000. In partnership with the Archdiocese of Kansas City in Kansas, it awards multi-year grants to Catholic schools in Johnson and Wyandotte Counties. Dollars are used to help fund certified professionals in their field (such as speech and language pathologists, special education teachers, occupational therapists, gifted instructors, social skill coaches, instructional coaches or physical therapists) or to obtain research-backed curriculum or materials to better include all learners. In addition to providing grants and other resources to schools and teachers, EMBRACE may provide general information to parents as needed while raising awareness and advocating for inclusive religious education throughout the community. For more information, visit [embraceks.org](http://embraceks.org).

## **Position Summary**

The Executive Director will be responsible for creating and implementing all fundraising, administration, programming and marketing for the organization. Experience in a nonprofit leadership role with demonstrated skills in fundraising and financial management is desired. Candidates should be highly committed to inclusive Catholic education and have a strong understanding of Catholic schools and the Catholic faith. A working knowledge of special education is helpful, especially the differences in public and private school services and an awareness of what resources exist to ensure funding is best used.

The right individual will be self-motivated and have excellent communication and interpersonal skills. As part of a small organization, the Executive Director must be available to work a flexible schedule including occasional evenings and weekends. He

or she must possess the ability to manage numerous tasks within several areas of the organization on a daily basis. Partnering with multiple groups of stakeholders is key.

This position will report to the Board of Directors. At this time, the Executive Director will serve as the primary staff member for the organization. An additional staff member may be added, and that person would report to the Executive Director. Strategic plans include a goal to double the annual budget by 2022 through fundraising efforts in order to award more grants to more schools, and additional staff members may be added as EMBRACE grows. This is an exciting opportunity to play an integral role in transforming the organization from its roots as a young nonprofit into becoming a mature, self-sustaining entity.

## **Responsibilities**

- Partner closely with the Archdiocese of Kansas City in Kansas, as well as the schools within it.
- Create and execute a fundraising plan to obtain funds for program and operating costs to include: grants, events, direct mail, major gifts, online giving, and other revenue sources.
- Partner with the Board of Directors to provide financial grants to Catholic schools that qualify in the Archdiocese of Kansas City in Kansas (Johnson and Wyandotte regions).
- Create and execute a comprehensive marketing/communication plan to engage and inform stakeholders.
- Collaborate with outside organizations to provide resources to schools.
- Raise awareness and advocate for inclusive education.
- Provide awareness education and general guidance to parents, as needed.
- Co-host a yearly awareness and advocacy event that brings together parents, students, community members, nonprofit organizations and other Catholic inclusive organizations.

## **Professional Qualifications and Personal Attributes**

### ***Professional Qualifications***

- At least 3-7 years of fundraising experience and nonprofit management skills.
- A strong understanding of Catholic schools and the Catholic faith.
- A working knowledge of special education is a plus.
- The ability to market and communicate the organization's mission to donors, volunteers and the overall community.
- A deep knowledge of fundraising best practices and measurable strategies that could be implemented individually or as part of a small 2-person team.

- The ability to build collaborative relationships with school and church officials.
- Direct experience and advanced skill in working with a Board of Directors.
- Organizational abilities including planning, prioritizing, program development and implementation.
- Financial expertise in budget development and oversight.
- Strategic planning skills with visionary capabilities to recognize opportunities to grow.
- Excellent donor relations skills and understanding of local funding community.
- Experience in growing or operating a small nonprofit is a plus.
- The ability to inspire and lead staff, volunteers, and volunteer committees.
- Availability to work occasional evenings and weekends.
- A Bachelor's Degree in business, education, communication, nonprofit management, administration or other relevant field is required. A Master's Degree is a plus but not required.

### ***Personal Attributes***

- A passion for helping children with special needs.
- A strong knowledge of Catholic schools, faith and culture.
- A commitment to providing inclusive Catholic education.
- A motivated self-starter with the ability to manage multiple tasks.
- Entrepreneurial problem-solving skills and creativity.
- Persistence and stamina to overcome any obstacles with optimism.
- Excellent communication and team-building skills to promote unified vision.
- Servant-leader qualities with the ability to inspire others by example.
- A people-person with confidence and a can-do attitude.
- Honesty, integrity and a commitment to transparency.
- A connector with a strong network within the Catholic Church and among Kansas City community leaders.

### **Compensation**

The projected compensation for this position will be in line with sector norms and based on the background and experience of the selected candidate. Health insurance will be provided.

### **Application Process**

To apply for this position, please submit your cover letter and resume electronically to Laurie Minx at The Moran Company. The cover letter should highlight your fundraising qualifications and connection to the mission, as well as any other relevant experience.

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