# **Executive Director**

**Company:** The Pando Initiative

**Executive Director**

**Wichita, Kansas**

The Pando Initiative (formerly Communities In Schools of Wichita/Sedgwick County, Inc.) is seeking anexperienced executive who possesses the vision, confidence, ambition and leadership skills to build on the27-year record of a high functioning nonprofit and who will provide the inspired external and internalleadership required of this role, including building and maintaining relationships.

The organization was founded by the United Way, the Business Education Success Team, the WichitaPublic School District (USD 259) and the Boeing Company in 1990. Pando works with 23 schools in theWichita, Derby, and Haysville school districts to connect existing community services to the kids andfamilies who need them most. Focus areas include chronic absenteeism, behavior, and academicperformance. Special initiatives include Reality U, a financial literacy exercise which serves over 7,000students in schools in Wichita and across the state. In addition, the Check & Connect project, funded byUnited Way, targets chronic absenteeism at the elementary level, in seven Wichita schools.

The key to Pando’s success is school-based site staff who work with school support staff and communitypartners to provide an integrated, holistic approach to multiple risk factors that exist in so many children’slives. Our goal is to remove the barriers to learning so that children and their families can be successful.

A 23 member board with an annual budget of approximately $1.5 million governs the organization.Current staffing includes 40 full-time/part-time positions. More information can be found atwww.thepandoinitiative.org

**Job Description**

The executive director acts as the principal officer of The Pando Initiative and is responsible for theoverall administration, financial management, vision and strategic drive of this nonprofit.

**Core Functions:**

* Community Partnerships
* Resource Development/Fund Raising
* Marketing and Public Relations
* Managing, Expanding and Developing Pando Initiative sites
* Providing and/or Brokering Quality Youth Programming and Services
* Data Collection, Evaluation and Reporting

**Duties and Responsibilities**

* **Organizational Leadership**. As the public face of The Pando Initiative, under the direction ofthe board of directors, establish the strategic direction and objectives, implement the plan andreport progress regularly to the board.
* **Board of Directors**. Assist the board in meeting its governance responsibilities.
* **Resource Development.** Lead the ongoing development and implementation of a comprehensivefundraising strategy for organizational resource sustainability, including marketing and publicrelations.
* **Partnerships.** Develop, strengthen and maintain partnerships with schools, corporations,agencies, civic groups, and volunteers to continue to grow and sustain the future of The PandoInitiative.
* **Data Collection & Reporting.** Develop and maintain a management information/evaluationsystem.
* **Financial Management.** Work with the board and the staff to develop an annual balanced budgetand manage resources within budgetary guidelines; provide regular financial reports to the board.
* **Management & Supervision.** Oversee the development and implementation of programs andpolicies, with responsibility for all supervisory and administrative matters relating to theoperation of the organization.

**Requirements**

* Proven fundraising experience across a broad spectrum of activities.
* Sound understanding of the Kansas K-12 public education system.
* Ability to envision strategic opportunities in a highly dynamic environment.
* Polished and passionate verbal and written communication skills.
* Clear understanding of financial statements.
* Lead multiple initiatives simultaneously and manage a wide scope of responsibilities effectively.
* Ability to utilize networking, research and other resources to identify key contacts andcommunicate The Pando Initiative message.
* Proven nonprofit track record; at least three years nonprofit experience in a leadership position.
* Bachelor’s degree; masters preferred.

**For more information, please go to: www.thepandoinitiative.org**

**Please submit a cover letter and a resume to: pandoexecutivesearch@gmail.com**