



Program and Evaluation Expert

Contractor Position

The [Annual National Conference for Growing Community Foundations](#) hosted by the [Kansas Association of Community Foundations](#) (KACF) is looking for a professional with experience in working virtually with project management and program assessment to assist in conference development. It is a contractual position (not a part-time employment) that reports to KACF Executive Director. The Program Expert will be required to travel to Wichita, Kansas once a year to attend the Conference. Other business is conducted via e-mail and phone.

Primary Skills

- Experience in project management, assessment and events planning;
- Ability to operate remotely, stay motivated by getting work done well, and remain focused on details during intense workload cycles.
- Ability to operate on a strategic analytical level and ability to switch to the technical mode when attention to details, critical thinking, and self-discipline are required;
- Management of unregulated hours and staying within budget and deadlines;
- Advanced knowledge of MS Word, Excel, Go to Meetings, Outlook. Proficiency in database management (statistics and graphs), Mind Manager software (project maps) and Survey Monkey (survey development and analysis). Knowledge of Paint Brush or Publisher is a plus. Ability to learn and use new software is a must;
- Familiarity with the community foundation field is preferred;
- Ability to communicate effectively; excellent command of the English language;
- Ability to handle confidential information with discretion;
- Demonstrated capabilities in:
 - Organizing: setting priorities, developing work schedules, tracking details/data/information/activities, taking the lead and self-management;
 - Planning: determining strategies to move forward and accomplish goals in tight deadlines;
 - Meeting deadlines and adjusting to unexpected changes in assignments/priorities;
 - Working entirely in a virtual environment with primarily online supervision yet being a team-player.

Position Activities:

Conference Program and Evaluation Expert's Activities	Months											Conference
	1	2	3	4	5	6	7	8	9	10	11	12
Thank you notes - speakers												
Compile paper & online evaluation data/prepare reports												
Conference planning schedule												
KS Conference Committee Meetings document preparations and edits												
National Conference Committee Meetings document preparations and edits												
Collect conference ideas current year												
Collect conference ideas next year												
Compile session ideas, feedback												
Sessions survey for committee + report												
Conference schedule planning												
Reports on speaker ideas												
Speaker recruiting and tracking												
Track session sponsors												
Developmap speaker schedule, rooms												
Speaker agreements												
Facilitator selections												
Ongoing map updating												
Speaker catalog/agenda review												
Marketing review												
Participant & sponsor evaluation forms												
Online evaluation												
Facilitator schedule/reminders												
Update participant database/prepare reports/statistics												
Check-ins with out-of-state speakers as needed												
Conference attendance/session monitoring												

Recruitment Timeline:

August 25 - interested candidates are advised to submit their resume and cover letter to Svetlana Hutfles, KACF Executive Director, via e-mail: hutfes@kansascfs.org.

September 8 – written assignment is e-mailed to the candidates on the short-list.

September 15 – phone interview is conducted with the pool of finalists.

September 30 – in-person interview is conducted with the two finalists at the Wichita Marriott, KS (travel and accommodation are covered by KACF).

October 1-3 – Up to two finalists are encouraged to participate at the Conference to learn about the event and be better prepared for work ahead.

October 13- – three-year contract signed.

October – December – orientation.

January 1, 2018 – official start date.