



POSITION: Partnership Director

COMPANY: Kansas Coalition for Common Sense & Kansas Common Sense Fund

HOURS: Full Time

LOCATION: Virtual, some in-person requirements

Our Organizations

The **Kansas Coalition for Common Sense** (501 c4) and the **Kansas Common Sense Fund** (501 c3) are a communications advocacy hub that works to build communication capacity and expertise in partnership with progressive organizations and advocates through research and training.

The Kansas Common Sense organizations believe that our ability to communicate priorities and amplify shared values is central to our success in making Kansas a better place for all. To meet this goal, we conduct research, develop values frames, and effective messages to empower citizens, advocates, leaders, and nonprofit organizations.

We provide innovative research, message guidance, communication training, communication expertise, and collaborative strategies to aligned organizations to grow their capacity and improve collaboration and coordination among partner groups in Kansas. The group is already providing broad training opportunities in media and press relations, storytelling, earned media strategy, digital communication and organizing, paid media, technical communication support, best practices for nonprofit communication strategy, and more.

Partnership Director | Job Description

Reporting to the Managing Director (and Executive Director), the Partner Director will support all programming of the organization by overseeing outreach and engagement with partner organizations in Kansas and nationally.

Responsibilities:

- **40 hours + work each week. Work will be majority virtual, but require some travel within the state of Kansas and in-person meetings and events.**
- Work with the Executive Director and Managing Director on strategic planning and long term vision.
- Assist with developing an engagement and outreach plan KCCS & KCSF.
- Help develop relationships with diverse organizations and partners to grow KCCS and KCSF's reach in Kansas and across the country.
- Track, research, and monitor divisive/controversial bills during session (this may include attending committee hearings and working with stakeholders to understand how bills affect their communities).
- Overseeing any organizing or development staff in the future.
- Identify stakeholders and encourage engagement.



- Develop and maintain relationships with appropriate constituency groups and organizations.
- Represent the organization at various events, on committees, at meetings, etc., as appropriate.
- Assist in budget development for organizational engagement efforts.
- Manage and track grant opportunities, timelines, and expectations.

Skills/Qualifications:

- Bachelor's degree in communications or related field preferred -- but not required. Comparable education and experience will be considered.
- Excellent writing and grammar and general communications abilities, both written and verbal required.
- Excellent analytical skills for tracking, measuring and reporting.
- Experience working with health care, child advocacy, or social service advocacy preferred.
- Requires a high level of personal and professional integrity and accountability.
- Strong organizational and time management skills.
- An exceptional communicator with strong oral, written and persuasive skills.

Additional Values Requirement:

- Successful applicants must be committed to the mission of the Kansas Coalition for Common Sense. They should be invested and committed to the state of Kansas and our shared progressive organizations, values, and issues.

Specific Employment Requirements:

- Work will be majority virtual, but require some travel within the state of Kansas and in-person meetings.
- Previous experience with community organizing required.
- 2+ years working in engagement with nonprofit organizations, corporations, campaigns, or government entities preferred.
- Excellent writing and copy-editing skills, and verbal communication skills.
- Understanding of message development, research, and strategy.
- Ability to thrive in a constantly changing, often unpredictable, and sometimes stressful environment.
- Detail-oriented with the ability to manage multiple projects and deadlines.
- Ability to work effectively in collaboration with diverse groups of people and organizations.
- Receptive to constructive feedback and possessing a growth mindset.
- Passionate about Kansas, motivated, positive, mission-driven, and self-directed.

Please note this job description is not designed to cover or contain a complete listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, or activities may change at any time with or without notice based on organizational needs.

Compensation:

Salary: \$65,000 annually *some flexibility*

Benefits:



- Blue Cross Blue Shield of Kansas health & dental coverage (KCCS pays 80% of employee healthcare).
- SIMPLE IRA: KCCS match up to 2%.
- 80 hours or 10 working days paid annual leave. KCCS observes 10 other paid holidays throughout the year.
- Unlimited Sick Leave. This simply means we observe the honor system. We trust our employees to take time off when needed, while also meeting the responsibilities of their job.
- Professional Development and mentorship: we value your professional growth. We offer a \$1,500 stipend for professional development that align with your position.

Kansas Coalition for Common Sense provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.