

LYKINS NEIGHBORHOOD ASSOCIATION

EXECUTIVE DIRECTOR JOB DESCRIPTION

JOB PURPOSE

Serving the residents of an extremely diverse and predominately low-income neighborhood as the Executive Director of the Lykins Neighborhood Association (LNA). At the direction of the LNA Board, staff, residents, and other stakeholders, the Executive Director develops and implements the strategic and operational plan for the organization. LNA is a young and nimble non-profit that requires its Executive Director to fill many roles. The Executive Director reports to the LNA Board of Directors.

JOB DUTIES AND RESPONSIBILITIES

- Leads, coaches, develops, evaluates, and retains staff and volunteers in implementing LNA's strategic vision and operational plan, ensuring programmatic excellence.
- Serves as LNA's Development Director. The Executive Director is the primary fund-raiser and grant-writer for the organization. A collaborating not-for-profit organization— Neighborhood Legal Support of Kansas City ("NLS"), which formerly served as LNA's fiscal agent and formerly handled all fund-raising for LNA-- will provide some assistance and mentoring in this work. The Executive Director also is responsible for all grant reporting and other communications with funders.
- Serves as LNA's Chief Financial Officer. Reviews and, as needed, prepares monthly financial data and oversees that data. Is the primary person responsible for data collection for LNA's annual audit, when and if an audit is required.
- Negotiates and implements LNA contracts.
- Develops and effectively uses metrics for evaluation of LNA's success and uses those metrics to regularly evaluate and make changes to the organization to make LNA more effective in accomplishing its mission.
- Facilitates meetings and agendas.
- Orchestrates, staffs and sources funding for monthly neighborhood clean-ups.
- Builds organizational capacity on an individual level with neighborhood leadership.
- Designs and oversees door-to-door outreach.
- Oversees the LNA calendar .
- Oversees the work of neighborhood liaisons.
- Oversees the work of the Programming Director and Communications Director.
- Cultivates and maintains relationships with aligning organizations, specifically in the Historic Northeast neighborhoods of Kansas City.
- Such other and further work as needed to accomplish LNA's mission.

DESIRED SKILLS AND QUALIFICATIONS

- Some experience or training in neighborhood governance
- At least two years of management experience, preferably in a not-for-profit organization
- Conflict resolution training and experience

CONTACT:

✉ GREGG@NLS4KC.ORG

📞 816.401.1951

💖 @LYKINSKC



LYKINS NEIGHBORHOOD ASSOCIATION

- Experience with Google Drive, Zoom and Microsoft Office products
- Strong digital communications skills
- A commitment to representation and inclusivity
- An understanding of Kansas City's Historic Northeast neighborhoods
- A proven ability to collaborate effectively both with staff and other project partners
- Excellent problem solving-skills, paired with an excellent ability to recognize opportunities
- Strong communication skills, including excellent listening and writing skills
- Neighborhood residents have a wide array of strongly held and diverse perspectives on issues that the neighborhood is facing based on their lived experiences. Accordingly, discussions about neighborhood issues can occasionally be intense and deal with sensitive issues. So, the candidate should have the ability to manage intense and strongly felt conversations in good faith and with discretion
- A positive attitude and proven ability to persevere and lead in challenging situations
- The ability to accept criticism tactfully and to recognize its value
- A great sense of humor

PREFERENCES

- Bilingual (Spanish particularly)
- Some Diversity and Inclusion Training
- Some community organizing experience
- An understanding of Kansas City governance structure
- An understanding of housing policy

WORKING CONDITIONS

The Lykins Neighborhood is home to many immigrants and refugees from all over the world. As such, centering the voices of those who do not speak English, or who are unfamiliar with neighborhood governance is critical in this work. This organization is serving a population with a median household income below \$25,000. As such, taking into account the various economic barriers to participation is critical to this work. It is important to look around the room and say "who is not being represented in this space?"

This job requires some evening and weekend availability. This job requires some physical ability and willingness to pitch in and get your hands dirty. This job requires one to lean into tense conversations and create space for disagreements to be acknowledged in a healthy manner. This job requires the willingness to create space for celebration after hard work pays off.

CONTACT:

✉ GREGG@NLS4KC.ORG

📞 816.401.1951

❤️ @LYKINSKC

