



**Job Title:** Executive Director, Level Up Kansas  
**Classification:** Exempt  
**Department:** Administration  
**Reports To:** **Level Up Kansas President (Wichita Chamber CEO serves in this role)**

**Role:**

Level Up Kansas is a newly created nonprofit organization dedicated to recruiting and nurturing Kansas residents who are seeking to complete technical program certifications or pursue 2-year degree programs. Our mission is to empower individuals with the necessary skills and knowledge so they have the opportunity to pursue more fulfilling career paths, and at the same time bolster the Kansas economy and workforce. We collaborate with community colleges, technical schools, industry leaders, and legislators to provide comprehensive support and guidance to our program participants. We are currently seeking a highly motivated and experienced Executive Director to join our team.

As the Executive Director at Level Up Kansas, you will play a crucial role in overseeing and driving the success of our initiatives. You will manage a team of navigators providing direct service to Level Up Kansas clients. You will be the face of our organization with community colleges, technical schools and industry leaders. You will also be responsible for demonstrating program success, managing a board of directors, and working closely with our marketing and government relations partners. Your leadership and strategic thinking will be instrumental in shaping the future of our programs and ensuring the achievement of our goals.

*Note: The Wichita Chamber is the fiscal agent of Level Up Kansas. Paychecks and benefits will be in the name of the Wichita Chamber, but you will be a Level Up Kansas employee.*

**Major Job Duties and Responsibilities:**

1. Navigator Team Leadership & Management – 70%
  - Manage team of navigators who provide direct service to Level Up Kansas clients. This is currently a team of 4 individuals who correspond with clients and service providers; determine relevant programs/services to them; and connect them with colleges, workforce centers, and other service providers.
  - Manage capacity and case load of team; hire, onboard, and train; hold weekly meetings to provide updates and troubleshoot questions.
  - Provide assistance to navigators with technical questions and tricky cases; be available outside of office hours, as there are navigators working in the evenings and on weekends.
  - Ensure detailed maintenance of database of current program participants and their progress
2. Partner/Stakeholder Relationships – 10%

- Serve as the face of the organization and maintain strong relationships with community colleges, technical schools, workforce centers, and industry groups.
  - Actively engage with external partners to identify collaboration opportunities, secure funding, and advocate for program support.
  - Represent Level Up Kansas at relevant events, conferences, and meetings to promote our mission and establish new partnerships.
3. Marketing Partner and Government Relations Collaboration – 10%
- Coordinate efforts with marketing partner, including collaboration on annual marketing plan, contributing ideas for editorial content, gathering information, and providing feedback on capacity of navigator team.
4. Program Refinement and Evaluation - 5%
- Collaborate with board, CEO, and our marketing partner to develop and refine program strategies and resources.
  - Track program metrics, participant progress, and overall program effectiveness. Analyze and interpret data to identify trends, areas of improvement, and opportunities for growth.
  - Monitor industry trends, educational advancements, and policy changes to ensure program relevance and alignment.
5. Board of Directors Management - 5%
- In partnership with CEO, collaborate with the board of directors to establish strategic goals, policies, and procedures.
  - Coordinate board meetings, including agenda preparation, meeting logistics, and documentation.
  - Provide regular updates to the board on program activities, outcomes, and challenges.
6. Team Leadership and Collaboration
- Provide leadership and guidance to program partners and participants, ensuring effective coordination, communication, and teamwork.
  - Foster a positive and inclusive program environment that values diversity, innovation, and professional growth.
  - Collaborate with other initiatives statewide to ensure goals and objectives are being met.

**Knowledge and Skills:**

**Experience:** Proven experience (5+ years) in program management, including managing a team of people, preferably in an educational or workforce development setting.

**Education:** Bachelor's degree in a relevant field (e.g., Education, Business Administration, Public Administration) is required.

**Skills:** Proficiency in using CRM tools, project management software, and Microsoft Office Suite. Strong analytical skills with the ability to collect, analyze, and interpret data to drive decision-making. Excellent project management skills, including planning, organizing, and prioritizing multiple initiatives simultaneously. Exceptional communication and interpersonal skills to effectively engage with diverse stakeholders and build relationships. Demonstrated leadership abilities and experience managing partnerships. Knowledge of the Kansas education landscape, workforce development programs, and legislative processes is highly desirable. Proficiency in using data analysis tools, project management software, and Microsoft Office Suite.

As the Executive Director at Level Up Kansas, you will have the opportunity to make a significant impact on the lives of Kansas residents by providing them with access to quality technical programs and educational opportunities. If you are passionate about education, possess strong leadership skills, and thrive in a collaborative environment, we encourage you to apply and join our mission to empower individuals and level up Kansas.