



FORGE Executive Director

OUR MISSION: To be the catalyst for economic prosperity within our community.

OUR VISION: The Greater Topeka Region is internationally recognized as a vibrant, innovative, fun, diverse and healthy community.

The Greater Topeka Partnership (GTP) and GO Topeka seek an ambitious, passionate, community-minded leader to serve as the **FORGE Executive Director**, who will be an integral member of the GTP and GO Topeka team!

Minimum salary of \$60,000.00 (negotiable based on experience), excellent benefits package and flexible work schedule.

Major duties include:

- Join the team that is moving Topeka forward and creating Momentum!
- The FORGE Executive Director for the GTP & GO Topeka is an integral part of the team, collaborating with the GTP in determining organizational goals and objectives and supporting GO Topeka with workforce development initiatives.
- In this fun & fast-paced role the FORGE Executive Director works with GO Topeka, GTP, FORGE leadership, and FORGE members to move Topeka forward. No two days are ever alike in this flexible role.
- The FORGE Executive director is responsible for committee meetings, FORGE events, and Topeka Youth Commission. The Executive Director also secures and tracks sponsorships and maintains the FORGE membership database.

A strong candidate will possess:

- Bachelor's degree in communications, public relations, or business, preferred.
- Five (5) years of relevant work experience is preferred.

- Previous experience in meeting and event planning, communications and fundraising are required.
- Strong computer and word processing skills, in particular Word, Excel, PowerPoint, and Outlook.
- Ability to work both independently and in team settings.
- Ability to communicate effectively, both verbally and in writing with staff, the business community and business prospects.
- Ability to work efficiently with attention to detail and quality of work produced.
- Ability to exercise good judgment in setting priorities and organization of workload.

The right candidate must be aligned with the Partnership's Core Values, which run-through every decision we make, every action we take:

DIVERSITY & INCLUSION – Our organization, like our community, is great when everyone has a voice that is heard and valued.

INTEGRITY – We place integrity at the forefront of all our decisions and will continue to build a team only of individuals who are dedicated to doing the right thing in a fair and honest way.

VISIONARY – The future starts today and the decisions we make shape tomorrow. We encourage and support creativity in our community and stay on the cutting edge of our industry's standards.

PASSION FOR COMMUNITY – We love our community!

If you think YOU might be one, send a short cover letter including salary history and resume to Jessica Ohse at Jessica.ohse@topekapatnership.com.

