



## **KACS Development Director**

### **About KACS**

Since 1954, Kennett Area Community Service (KACS) has served as Southern Chester County's anchor organization for food access, emergency assistance, and stability-focused support. Through programs rooted in dignity and compassion, KACS partners with individuals and families facing food insecurity, housing instability, and financial hardship to help them meet basic needs and move toward greater stability.

### **Position Summary**

The Development Director leads KACS's fundraising and donor engagement efforts in support of the organization's mission to serve individuals and families facing food insecurity, housing instability, and financial hardship in Southern Chester County. This role is responsible for building and executing a comprehensive development strategy that includes individual giving, grants, events, corporate support, and donor stewardship.

Working closely with the CEO, board of directors, and staff, the Development Director plays a key leadership role in strengthening philanthropic relationships with donors, building sustainable fundraising processes, and expanding KACS's fundraising capacity as the organization prepares for its next phase of growth and long-term impact.

This role is well suited for a development professional who values both strong relationships and strong systems, and who thrives in a collaborative, community-centered team.

### **Key Responsibilities**

#### Fundraising Strategy & Leadership

- Develop and implement an annual development plan aligned with organizational goals and budget needs.
- Lead diversified fundraising efforts including individual giving, major gifts, grants, sponsorships, and special events.
- Support planning and execution of the capital campaign, in partnership with the CEO and board.

#### Donor Cultivation & Stewardship

- Build and manage relationships with individual donors, corporate partners, and community supporters.
- Develop and oversee donor stewardship strategies, including donor communication and recognition, to strengthen retention and long-term giving.
- Collaborate with the CEO and board members on major donor cultivation and solicitation.



### Grant Strategy & Oversight

- Identify and pursue institutional funding opportunities aligned with organizational priorities.
- Lead or prepare grant proposals and applications, with support from internal staff and external consultants as appropriate.
- Oversee grant reporting and compliance in coordination with program and finance staff.

### Events & Community Engagement

- Provide strategic leadership for fundraising events.
- Oversee sponsorship strategy, benefit fulfillment, and donor engagement related to events.
- Represent KACS at community and donor events as appropriate.

### Development Operations & Communications

- Design, document, and continuously improve development systems and processes to support consistent fundraising and donor stewardship.
- Partner with staff to support donor communications, appeals, newsletters, and campaign messaging.
- Supervise or collaborate with development support staff and volunteers as applicable.
- Support a culture of philanthropy throughout the organization.

## **Qualifications, Skills & Attributes:**

### Minimum Qualifications

- 5+ years of nonprofit fundraising or development experience.
- Demonstrated experience supporting individual giving and donor stewardship efforts, including supporting direct gift solicitations.
- Ability to effectively communicate organizational mission, programs, and impact to donors and partners.
- Experience developing or improving fundraising processes, systems, or workflows to support consistent donor engagement.
- Demonstrated ability to work collaboratively across roles or differences, building partnership in a team-based environment.
- Experience writing or managing foundation and institutional grant proposals.

### Preferred Qualifications

- Experience supporting or leading a capital campaign or major fundraising initiative.
- Experience working with development consultants or external fundraising partners.
- Experience supervising or mentoring development staff or contractors.
- Familiarity with Little Green Light or similar donor management systems.
- Experience working in a human services, food access, housing, or community-based nonprofit organization.



### **Working Conditions**

- This position is based on-site at KACS's office and is an in-office role. Some flexibility in work schedule may be available. Occasional remote work may be utilized as appropriate.
- Work is generally performed during standard business hours, with occasional evening or weekend hours required to support fundraising or community events.
- Some local travel may be required to attend meetings, events, or trainings.
- The role requires the ability to sit for extended periods, operate a computer, and occasionally lift or move materials (up to approximately 25 pounds).
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Compensation and Benefits**

This is a full-time, exempt position with a salary range of \$75,000–\$85,000, commensurate with experience and aligned with internal equity. Benefits include employer-subsidized health insurance, paid time off, employer-supported retirement plan, life insurance, and employee assistance plan (EAP).

### **Equal Employment Opportunity**

KACS is an equal opportunity employer and is committed to building a diverse and inclusive workplace. We encourage candidates of all backgrounds to apply.

KACS reserves the right to change this job description as conditions change.