



Kent School Services Network

Job Description

Posting Date: 7/15/25 - until filled

Position Title: Director of Advancement

Reports to: Executive Director

Supervises: None

Status: Full-time, year-round

Starting Salary: \$80,000, negotiable

FLSA Status: Exempt

Typical Work Schedule: Monday-Friday, 8:00 am-5:00 pm. Remote work options are available.

About Kent School Services Network

Kent School Services Network, KSSN, is a community school initiative that brings support and services directly into school buildings through the power of partnerships. KSSN promotes educational excellence and equity for every child while strengthening families and communities. KSSN is an evidence-based strategy that first started as a pilot project nearly 20 years ago and is now in over 40 schools across six public school districts in Kent County, Michigan.

Position Summary

The Director of Advancement will lead efforts around growing support for KSSN among funders, decision makers, and influencers, and increasing KSSN's visibility and messaging. The Director of Advancement will supervise any consultants, contracted support, or temporary staff engaged in fund development, communications, or advancement-related work. While this position does not currently supervise full-time direct reports, it will collaborate closely with administrative team members, including the Director of Operations, for support with grant management, communications, and related operational tasks.

Primary Responsibilities

- I. **Increase the percentage of KSSN's revenue mix that is made up of foundations and government grants - 60% of Time and Effort**
 - Build out KSSN's internal capacity for proactively pursuing funding opportunities:
 - Develop and implement an annual fundraising strategy aligned with the organization's strategic goals and priorities.
 - Identify, cultivate, and steward strategic partners and donors, including individuals, nonprofits, corporations, and foundations.

- Lead a fundraising committee, in collaboration with board members, to drive strategy and accountability.
- Develop a plan and timeline for pursuing new grant opportunities and administering oversight of current grants, including:
 - Identifying and pursuing new grant opportunities aligned to the Community School Strategy and KSSN's impact goals, locally and federally.
 - Mapping local foundations, looking for shared goals, and building and stewarding relationships.
 - Tracking and reporting on fundraising metrics, including income, KPIs, ROI analysis, and board updates.
 - Maintaining accurate donor records and fundraising data, including donation processing, receipts, database management, and inquiries.
 - Monitoring and managing fundraising budgets and expenditures to ensure effective resource allocation and financial oversight.
 - Collaborate with district and school partners to jointly apply for grant funds aligned to shared goals.

II. Extend the reach of KSSN's messaging - 20% of Time and Effort

- Develop key messages and talking points as part of a broader branding campaign that connect KSSN's work to student outcomes and overall community health.
- Develop a cadence for regularly and publicly celebrating KSSN's work, sharing insights learned, spotlighting partnerships, and sharing viewpoints on community current events related to KSSN's core work:
- Explore and pursue visibility opportunities (e.g., speaking opportunities, community events) to extend the reach of KSSN's messaging and elevate KSSN's public presence and fundraising potential.
- Engage with school partners and community partners to leverage their platforms to broadcast shared messages to their captive audiences.
- Create materials to solidify partnerships with district partners and enhance understanding of the community school model.
- Oversee all external communication efforts, including, but not limited to, community newsletters, annual report, external website, social media.
- Oversee major external events as assigned, including the 20-year Anniversary Celebration in fiscal year 2027.
- Develop additional events as needed to support fundraising goals.

III. Key member of KSSN's Senior Leadership Team (SLT), Administrative Team, and Strategic Planning Team- 20% of Time and Effort

- Participate in regular and ad hoc meetings.
- Attend and assist with quarterly all-staff gatherings.
- Develop an internal staff media policy.
- Identify goals and objectives for an advocacy agenda (e.g., resource allocation, changes to policy, etc.) informed by KSSN's deep knowledge of the needs of students and families, and barriers that exist to meeting those needs.
- Build a coalition among KSSN board members, district leaders, school and community partners, and students and families to voice aspirations, needs, barriers.
- Identify influencers and decision-makers with whom KSSN (i.e., board members, Executive Director) will build relationships and begin strategic outreach.
- Identify key decision-points (e.g., budget development), and develop plans to influence decisions that support KSSN's work
- Provide education to staff and board members on messaging, talking points, and media relations, during onboarding for new hires and at annual staff and board training.
- Implement policies, procedures, and processes for fundraising and donor solicitation and stewardship for school-based staff, administrative staff, and board members.
- Become well-versed with the national Community School strategy, along with KSSN's implementation of the strategy in Kent County.
- Contribute to broader organizational priorities and perform other duties as assigned to support the success of KSSN and its mission.
- Participate in a culture of sustainable, healthy work practices.
- Other duties as assigned.

Skills and Abilities

- Detail-oriented individual with strong communication skills, both verbal and written. Able to communicate effectively with a variety of audiences.
- Can work efficiently and produce desired results independently and with minimal supervision, as well as part of a team.
- Willingness to learn and adapt amid new and shifting priorities with a "can-do" solutions-oriented approach to learning and problem-solving.
- Ability to work with a diverse group of people, children, youth, and families.
- Awareness of the needs of students and families, and barriers that exist to meeting those needs.
- Ability to understand and work effectively within the dynamics of various non-profit agencies, public schools, and system-level policies and practices.
- Curiosity and willingness to learn.
- Flexibility and patience.

Required Qualifications

- Bachelor's Degree in nonprofit management, business, communications, or related field.
- Minimum of five years of proven success in development strategies, including fundraising, donor relations, grant writing, and grant administration.
- Aligns fundraising messages with KSSN's core values and strategic goals
- Knowledge of basic computing platforms (Google Workspace, Microsoft applications, databases).
- Valid driver's license, good driving record, and adequate insurance with a car available at all times.

Preferred Qualifications

- Master's Degree from an accredited college or university in nonprofit management, business, communications, or a related field.
- Holds existing relationships and understanding of development systems within Kent County, Michigan
- Certification in fundraising or nonprofit management (CFRE or similar)
- Familiarity with the Community School strategy.
- Experience using Asana or other project management software.

Working Conditions

Ability to work in a fast-paced environment. Frequent telephone and computer use. Use of manual dexterity is required for writing and computer use. Sitting for extended periods. Must be able to lift 40 pounds. Independently mobile with the possibility of climbing stairs. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus. Must be able to travel moderate distances by automobile. Reasonable accommodations will be made to enable individuals with disabilities to perform essential tasks.

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Interested candidates should send a cover letter, resume, and completed application to info@kentssn.org.

Veterans and those with disabilities are encouraged to apply. If accommodations are needed during the interview process, please let us know.

The KSSN application can be found on our website at <https://www.kentssn.org/connect/employment/>.