



**The mission of the Kansas Civic Network is to create an equal, respectful, and robust environment that will promote civic engagement and create dialogue about the issues currently facing communities in Kansas and beyond.**

**Position Title:** Development Specialist

**Location:** Kansas

**Hours and Compensation:** Time commitment is completely flexible and it is intentionally set up to work with school schedules and other commitments. Unfortunately, it will be unpaid.

**Application Deadline:** Not listed.

**Job Description:**

Reporting to the Chief Financial Officer, the Development Specialist will design and execute on a comprehensive development strategy. The Development Specialist will oversee and execute on both capital campaigns and outgoing fundraising efforts.

**Duties and Responsibilities Include:**

- Design development strategy and identify funds needs, preferred funding targets, and approaches.
- Conduct research, prospecting and application to multiple donor sources
- Manage capital campaigns, engaging and overseeing capital campaign firms as needed
- Oversee ongoing development efforts
- Develop and maintain key long-term relationships with donors and prospects

**Qualifications and Experience:**

- Bachelor's degree required, and/ or seeking Bachelor's degree in a pertinent area of study.
- Ability to leverage and grow a wide donor network
- Must possess strong initiative
- Must also possess excellent communication and leadership skills and strong business acumen.

Please send your **resume and dates/times of availability** to the Chief Financial Officer, Steven Moya at [stevenmoya10@gmail.com](mailto:stevenmoya10@gmail.com)

[www.kscivicnetwork.org](http://www.kscivicnetwork.org)