

# Job Opportunities at Kansas Legal Services



## **MARKETING AND DEVELOPMENT COORDINATOR**

Kansas Legal Services (KLS) seeks a creative, strategic, and mission-driven Marketing and Development Coordinator to lead our communications, branding, and fundraising outreach. This position plays a critical role in raising awareness of KLS's legal aid services, advancing our mission through compelling storytelling, and supporting the development of new and existing donor relationships.

Key Responsibilities:

### Marketing & Communications

- Develop and implement a comprehensive marketing and communications strategy that promotes the mission, services, and impact of KLS.
- Manage the organization's social media accounts, email marketing campaigns, and digital content calendar.

- Create compelling content including success stories, blog posts, press releases, videos, newsletters, brochures, and reports.
- Coordinate media outreach and public relations efforts.
- Design and produce marketing materials (digital and print) to support program outreach and community education.
- Ensure brand consistency across all platforms and materials.

## Fundraising & Donor Engagement

- Collaborate with leadership to plan and execute annual fundraising campaigns, including digital appeals, donor newsletters, and social media efforts.
- Assist with grant writing and grant reporting as needed.
- Maintain donor database and assist in donor stewardship efforts, including acknowledgment letters, event invitations, and impact updates.
- Coordinate fundraising events, donor appreciation events, and community outreach activities.
- Identify opportunities for corporate sponsorships and partnerships with community organizations.

## Internal Collaboration

- Work closely with program staff to highlight client success stories and program achievements.
- Support internal communications and staff engagement initiatives.
- Assist with board communications and development-related reporting.

## Qualifications:

- Bachelor's degree in marketing, communications, nonprofit management, or a related field; or equivalent combination of education and experience.
- 2+ years of experience in marketing, fundraising, or communications, preferably in a nonprofit or mission-driven setting.
- Strong writing, editing, and storytelling skills.
- Proficiency with digital marketing tools (e.g., Mailchimp, Canva, WordPress, social media platforms).
- Experience with donor databases or CRM systems preferred.
- Highly organized, self-motivated, and able to manage multiple projects and deadlines.

- Commitment to social justice and the mission of Kansas Legal Services.

#### Compensation and Benefits:

- Salary range: \$40,000–\$55,000 depending on experience
- Generous PTO and paid holidays
- Health, dental, and vision insurance
- Retirement plan with employer contribution
- Professional development opportunities

Email a resume and three professional references to:

- Heather File, Human Resources Director, [fileh@klsinc.org](mailto:fileh@klsinc.org)

#### EEO & Affirmative Action Employer

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### **ATTORNEY - DODGE CITY**

Kansas Legal Services - Dodge City seeks a Kansas-licensed, staff attorney to practice general poverty law representing low income Kansans. Casework will focus on solving civil, legal problems that will increase the social and economic stability of the individual. The office serves all 22 counties around the Dodge City area.

KLS offers a professional and friendly work environment with integrity as our guiding principle. We are an equal opportunity employer with recruitment efforts focused on ensuring a diverse workforce.

The qualified candidate must have the following: a Kansas law license; excellent written and oral communication skills; and a desire and commitment to assist in the delivery of high-quality legal assistance to low-income people. Recent law school graduates preparing to take the bar exam are encouraged to apply.

Excellent paid employee benefits include: 13 paid holidays, health, dental, life, disability, malpractice insurance, bar dues, CLE and paid parking along with extensive sick/vacation and paid medical leave. KLS is a qualifying employer for Public Service Loan Forgiveness; and eligible to apply for loan repayment assistance through Legal Service Corporation's Loan Repayment Assistance Program.

Minimum salary for this position is \$65,000/year with adjustments made based on experience.

Email a resume and three professional references to:

- Becky Hesse, Managing Attorney, [hessseb@klsinc.org](mailto:hessseb@klsinc.org)

EOE & Affirmative Action Employer

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