Executive Director Position - Kenmore Village Improvement Society

Position Overview

The Kenmore Village Improvement Society (KVIS) is seeking a dynamic and enthusiastic **Part-Time Executive Director** to build upon a strong foundation established by dedicated volunteers since 2008. This leadership role offers a unique opportunity to shape the future of the Kenmore, NY area, by translating KVIS's mission into tangible results in community enrichment, environmental sustainability, and neighborhood vitality.

We are seeking a skilled and ardent leader to serve as the second paid staff member in our history. This is a unique opportunity to help a beloved, all-volunteer nonprofit continue to grow. The Executive Director will focus on fundraising, event planning, and operational coordination to expand our impact while preserving the volunteer spirit that defines KVIS.

This role requires a blend of strategic thinking, community engagement, and operational oversight, working closely with our Board of Directors and a dedicated team of volunteers to drive impactful initiatives. The ideal candidate will be a collaborative and inspiring leader adept at fostering relationships with stakeholders, developing fundraising strategies, and ensuring the long-term sustainability of the KVIS's vital programs.

About KVIS

KVIS is an all-volunteer 501(c)(3) non-profit that has generated thousands of volunteer hours since 2008, creating beloved community traditions like our Children's Concert Series (drawing thousands annually from across Western New York), the Gigantic Kenmore Garage Sale, Dog Days of Kenmore, and Kenmore in Bloom. Through our Made for Good shop, comprehensive committee structure, and innovative programs like Save the Bees WNY and Help for Loneliness, we've become a regional model for grassroots community building.

Key Responsibilities

- **Fundraising & Development:**
    - Cultivate sponsorships and donor relationships within the local and regional community
    - Assist in managing awarded grants from foundations, corporations, and government sources
    - Oversee coordination of initiatives like the Good Neighbor Guide & Award, Help for Loneliness, Save the Bees, and onesies for newborns
    - Assist in developing and implementing comprehensive fundraising strategies to support growing program needs
    - Coordinate annual fundraising inititiatives

- **Program & Event Management:**

    - Oversee coordination of signature events including the Children's Concert Series, GIGANTIC Garage Sale, Dog Days of Kenmore, and Kenmore in Bloom
    - Support event coordinators and board members in planning and executing year-round initiatives and campaigns
    - Assist with 7 Warren Avenue programming and help integrate the community gathering space and Made for Good shop with other KVIS initiatives
    - Help develop new programming opportunities that align with KVIS mission and community needs
- **Marketing & Communications:**
    - Work with the Publications & Marketing group including a webmaster, designer, and social media coordinator, to enhance community engagement
    - Assist the Publications & Marketing group to manage media relationships and public communications
    - Support the Publications & Marketing group in developing marketing materials and campaigns to increase participation in KVIS programs
- **Community & Volunteer Engagement:**
    - Support volunteers across all initiatives, offering additional assistance to those in leadership or who are coordinators
    - Build and maintain positive partnerships with local organizations, businesses, and government agencies
    - Facilitate effective communication between volunteers and the Board
    - Assist in recruiting and onboarding new volunteers
- **Organizational Leadership:**
    - Provide regular reports to the Board and collaborate closely with the President/Founder
    - Represent KVIS at community events, meetings, and public forums
    - Support strategic planning and organizational development during the transition period
    - Ensure compliance with nonprofit regulations and best practices

Qualifications

- Passion for community improvement and working within a volunteer-driven environment
- Proven experience in nonprofit management, fundraising, community development
- Strong written and verbal communication skills with demonstrated relationship-building abilities
- Experience with donor and sponsor cultivation with proven ability to reach decision makers
- Ability to work independently while collaborating effectively with volunteers and board members
- Background in event planning, marketing, or community outreach preferred
- Familiarity with nonprofit operations
- Bachelor's degree preferred but equivalent experience will be considered

Why Join Us?

- Make history as the founding Executive Director of a beloved organization with 17 years of community trust and an experienced team ready to support your success
- Create your ideal work-life balance with a remote-friendly role where every initiative you touch directly improves people's lives in measurable ways
- Shape the future of community organizing—other towns across Western New York look to KVIS as the gold standard for grassroots impact

What We Offer: $30,000 annually for 20 flexible hours weekly (with monthly scheduling flexibility). Some evenings and occasional weekend days required. This position requires the ability to lift up to 25 lbs and perform tasks that may involve sitting, standing, walking, or moving about various workspaces including outdoor event venues, with reasonable accommodations available as needed. Competitive compensation that reflects the value you'll bring, plus the satisfaction of meaningful work that transforms communities.

Ready to Make History? Send your resume and a compelling cover letter that shows us your love for community building and tells the story of your fundraising and engagement successes.

We want to hear what excites you about this opportunity!
Email: mail@villageofkenmore.com **Reports to:** Board of Directors **Home base:** Kenmore, NY (office space at 7 Warren Avenue available)

The Kenmore Village Improvement Society is an equal opportunity employer. We welcome applicants of all backgrounds and do not discriminate based on race, color, religion, gender, sexual orientation, age, disability, veteran status, or any other protected characteristic.