



Are you passionate about finding ways to keep a great organization funded and growing? Are you an experienced fundraiser and grant writer? Do you have experience successfully leading an organization-wide development strategy in a not-for profit that includes building donor relations, implementing annual giving and securing sponsorships? Buffalo Center for Arts and Technology (BCAT) is currently seeking a full-time Director of Development to administer and direct our development office and related activities.

Essential Responsibilities:

- Serve as member of the BCAT Leadership Team; supervise staff; manage department budget
- Work with the BCAT Board Advancement Committee and the CEO to draft realistic revenue forecasts, in-depth analytical reports and measure progress on fundraising goals
- Supervise and execute prospect research, creating donor profiles; manage database and track relationships of major donors, family foundations, board members, and affinity groups.
- Develop and maintain relationships with major donors and create and execute a strategy for tracking and communicating with a large sustained base of annual individual donors
- Develop grant proposals, manage and track grant calendar and donor management system
- Create and implement annual fund development plans, including prospect identification and cultivation activities, donor stewardship and retention
- Create and manage all individual giving programs, including direct mail, e-giving, monthly giving, peer-to-peer giving. Support board, staff and volunteers in executing the major gifts program
- Create and manage innovative stewardship practices to ensure high donor retention
- Manage special events and the BCAT gallery
- Supervise all marketing and communications, including fundraising, website and social media

The right candidate will have:

- Bachelor's degree in communications, business or related field; MA preferred
- 3-5 years' experience in fund development and grant management, preferably in a not-for profit
- Deep appreciation of the mission and constituency BCAT serves
- Proven track record identifying and cultivating donors and securing high dollar gifts; knowledge of planned giving; demonstrated experience with achieving annual goals
- Successful experience working in teams and supervising staff; able to relate to and motivate a wide range of people
- Proficient at initiating and completing projects in a timely and effective manner
- Strong writing and speaking skills, excellent communication skills, be an active listener
- Ability to think analytically, take initiative, and be results- and detail-oriented
- Sense of humor, flexible, unflappable; able to maintain a "big picture" perspective while managing day-to-day operations
- Proficient in MS Office and Google workspace; experience with donor database software a plus

Benefits:

- Medical
- Dental
- Life Insurance
- 401K with employer match

- PTO
- Paid Holiday Shutdown

BCAT is a not-for-profit whose mission is to provide opportunities for careers through the arts and technology for youth and workforce development for adults. Core hours for the position are Monday through Friday, 9 am-5 pm.

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.

Interested candidates should forward a resume/CV and cover letter to [eeisenhauer \[at\] bufcat \[dot\] org](mailto:eeisenhauer@bufcat.org). Applications will be accepted until the position is filled. Interviews will begin April 28.