



BCAT seeks Development & Grant Coordinator Full-time (40 hours)

Buffalo Center for Arts and Technology (BCAT) is seeking a full-time Development & Grants Coordinator to assist with the management of BCAT's grant and development program. The successful candidate will have proposal/technical writing experience and knowledge of the WNY foundation and corporate philanthropic landscape. The Development & Grant Coordinator will report directly to the Director of Development and will work closely with the CEO, Operations Director, and program staff.

Interested candidates should submit a resume, cover letter, names and contact information for three references to eisenhauer@bufcat.org. Applications will be accepted until the position is filled. Interviews will begin February 8, 2022.

Essential responsibilities:

- Coordinate all aspects of planning, writing and submitting grant applications to foundation, government and corporate funders
- Conduct research and identify new viable funding sources, including from foundations at the state, national and federal level
- Coordinate the writing and submission of interim/final reports on funds awarded on-time or in advance of deadline
- Process donations and prepare acknowledgement letters, online giving and other correspondence ensuring that all donors are properly thanked/acknowledged in a timely manner
- Create monthly fundraising reports and dashboards
- Manage donor database and communicate accordingly with various stakeholders (Board of Directors, CEO, and Department heads) for updates
- Maintain corporation, foundation, and individual donor files (on the database and in hard copy, as appropriate) with accuracy and attention to detail
- Conduct preliminary research on prospective corporate, foundation and individual donors
- Handle all Development Office administrative details associated with the Board, Advancement Committee and other meetings (i.e. prepare and distribute notices, agendas, minutes, etc.)
- Coordinate production and mailings for spring and year-end fundraising appeals

Education, Experience & Skills Required:

- 3+ years grant, development database and fundraising experience
- Bachelor's degree preferred or equivalent work experience in a development position
- Strong written communication skills; ability to write clear, structured, articulate and persuasive proposals
- Strong editing skills
- Attention to detail
- Ability to meet deadlines and to multi-task
- Knowledge of basic fundraising techniques and strategies
- Knowledge and familiarity with research techniques for fundraising
- Strong contributor in team environment

Weekly Work Schedule:

- In-office and remote schedule determined with supervisor; occasional evening/weekend flexibility