



BCAT Seeks Communications Associate Director

Position Title: Communications Associate Director

Primary Reporting Responsibility: Director of Development

Status: In-person Full time exempt with benefits (40 hrs./week) or In-person Part-time, non-exempt, (24 hrs./week)

Buffalo Center for Arts and Technology (BCAT) is currently seeking a full or part-time Communications Associate Director to build a successful communications, fundraising and external relations strategy for BCAT. This is a new position at BCAT that you will have the opportunity to design in partnership with the Development Director and the CEO. It is an exciting opportunity for someone passionate about working in a non-profit with great teammates dedicated to making a real difference in the Buffalo community for adults and youth seeking new career and college opportunities.

Essential Responsibilities:

- Work with Development Director and CEO to build and implement a strategic communications plan
- Manage fundraising events, annual appeals and special initiatives
- Oversee the implementation of BCAT's marketing strategy, social media presence, and external relationship building events/activities
- Prepare donor communications; monitor pledge fulfillment; track gifts and correspondence in donor management system
- Prepare and manage reports and gratitude communications to funders and community supporters
- Create content for key organizational publications including newsletters, brochures, appeals, fact sheets, annual reports, etc.
- Collaborate with program leadership to develop and implement strong recruitment communication plans for both youth and adult programming
- Establish relationships with media outlets, respond to media requests, develop press releases and other public relations opportunities; develop and pitch story ideas for media that align with communications plan and highlight organizational successes
- Provide communications updates and reports for organizational leadership and Board of Directors
- Other duties as assigned

The right candidate will have:

- Bachelor's degree in communications, marketing or journalism, or 3+ years related work experience.
- Prior experience in non-profit communication and/or fundraising preferred
- Strong interpersonal skills and ability to relate well with other staff, BCAT adult students and youth, donors and the general public
- Exceedingly detail-oriented, creative and collaborative
- Exceptional communication and writing skills
- A self-motivated, flexible, and organized team player
- Deep appreciation of the mission and constituency that BCAT serves
- Demonstrated proficiency in Microsoft Office, Google Workspace and other relevant communications software

Benefits

Full Time: Competitive Salary; Medical, Dental and Life Insurance; PTO and 401K with employer match

Part Time: Competitive Salary, 401K with employer match

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 either 40 or 24 hours per week. This is an in person, onsite position.

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 eisenhauer@bufcat.org. Applications will be accepted until the position is filled. Interviews will begin May 16, 2022.