



Buffalo Center for Arts and Technology (BCAT) is a not-for-profit whose mission is to provide opportunities for careers through the arts, technology and workforce development. Our vision is improving high school graduation rates; access to safe environments to learn and prosper; develop family-sustainable wage earners; and contribute to economic and social growth. BCAT is located at 1221 Main Street in Buffalo NY.

How to apply:

Interested candidates should submit a resume and cover letter and the names of three references to Cassie Puccia at cpuccia@bufcat.org. Please indicate which position you are applying for in the subject line. Applications will be accepted until the position is filled.

BCAT seeks a Director of Development

Position Title: Director of Development

Primary Reporting Responsibility: CEO

Status: In person, Full time

Job Description:

Buffalo Center for Arts and Technology (BCAT) a 501(3) not-for-profit is currently seeking a full-time Director of Development to administer and direct our development office and its related activities. BCAT's mission is to provide opportunities for careers through workforce development programs for adults and arts and technology afterschool programs for high school youth. This is an on-site position; minimum 40 hours/week with core hours Monday through Friday 9 am-5 pm.

Essential responsibilities:

- 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
- Set targets and implement annual fund development plan, including prospect identification and cultivation activities, donor stewardship and retention
- Identify, write, and submit grant proposals (approximately 40/year); manage and track grant calendar, and identify new opportunities to pursue
- Supervise and execute prospect research, create donor profiles; manage database and track relationships of major donors, family foundations, board members, and affinity groups
- Track, produce and submit grant reports on due dates. Maintain, monitor, and ensure accuracy of a development calendar
- Create and manage donor outreach including direct mail, e-giving, monthly giving, peer-to-peer giving.
- Manage BCAT public brand awareness, including BCAT website and social media
- Work with the BCAT Board Advancement and Finance Committees and the CEO to set realistic revenue forecasts, secure results and provide in-depth analytical reports to measure and monitor progress on fundraising goals
- Serve as member of the BCAT Leadership Team; supervise staff; manage department budget
- Manage special events and the BCAT gallery

The right candidate will have:

- Bachelor's degree in communications, business, or related field; MA preferred
- Minimum 5 years experience in fund development, grant writing, and grant management, preferably in a not-for profit
- A deep appreciation of the mission and constituency BCAT serves
- A proven track record identifying and cultivating donors and securing high dollar gifts, knowledge of planned giving and demonstrated experience with achieving annual goals

- Strong writing and speaking skills, excellent communication and listening skills
- Ability to think analytically, take initiative, and be results- and detail-oriented
- Proficiency in MS Office and Google workspace; experience with donor database software a plus

About BCAT:

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.

Shared Values and Expectations:

- Serve as an ambassador of BCAT, demonstrating our mission and values positively and professionally and acting as a role model for our adult and youth students
- Show a solid commitment to Diversity, Equity, and Inclusion and contribute to BCAT's community values which are to "respect, listen, embrace, shape, learn, influence."
- Demonstrate professionalism and accountability at all times
- Contribute to the development and sustainability of BCAT
- Proactive and willing to help out where and when needed
- Exemplify a commitment to collaboration, teamwork and partnerships
- Take the initiative to analyze and solve problems
- Maintain a high standard of ethics, integrity, and confidentiality