



## **BCAT seeks Director of Development**

Buffalo Center for Arts and Technology (BCAT) is seeking a full-time Director of Development to administer and direct our development office and its related activities. This is an on-site position; minimum 40 hours/week with core hours Monday through Friday 9am-5pm.

**Salary:** \$70,000 - \$80,000 annually

### **Essential responsibilities:**

- Oversee and drive BCAT capital campaign activity, planning, monitoring, reporting and communications
- Develop and implement annual fund development strategy, including target goal, prospect identification and cultivation activities
- Work with BCAT Board and leadership to set and forecast revenue goals, execute and monitor campaigns and provide ongoing in-depth analysis
- Design and lead all phases of donor development, communications and stewardship
- Manage BCAT's CRM /donor database
- Coordinate development efforts with program and marketing/communications staff

### **The right candidate will have:**

- Bachelor's degree in communications, business, or related field; MA preferred
- Minimum 5 years experience in nonprofit fund development, fundraising, donor relations, and event management
- A proven track record identifying and cultivating donors and securing high dollar gifts
- Knowledge of planned giving; demonstrated experience with achieving annual fundraising goals
- Experience with CRM/donor database software
- Excellent writing, editing and communication skills
- Ability to manage multiple projects and respond to emerging priorities
- A deep appreciation of the mission and constituency BCAT serves

Interested candidates should submit a resume, cover letter and three references with names and contact information to [cpuccia@bufcat.org](mailto:cpuccia@bufcat.org). Applications will be accepted until the position is filled.

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. BCAT offers opportunities and resources for a diverse population, supporting youth and adult learners in an equity-focused environment. Our learners are valued and respected for their authenticity. We capitalize on their strengths and prepare them for living healthy, creative, inspired, and productive lives in our community.

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.