

JOB TITLE: Development Coordinator (Part-Time (20-24 Hrs) Flexible Hours)

REPORTS TO: Executive Director

DEADLINE: Opened until filled (Apply by Monday, September 13, 2021 for first consideration)

POSITION SUMMARY:

The Development Coordinator position will help the team realize the mission, vision, and values of the organization. The successful candidate is comfortable with diverse audiences, recognizes the transformative power of the arts, and believes art should be accessible to everyone. This position will work closely with Buffalo Arts Studio Executive Director to strengthen the culture of giving and support throughout the Buffalo Arts Studio community. The Development Coordinator is responsible for the management of the development plan, which includes the annual giving campaign, grant applications, and annual fundraiser.

RESPONSIBILITIES: Work with the Executive Director, Board Development Committee, and staff to develop and implement a comprehensive, results-oriented development plan including grants management, annual appeal, and fundraising events.

- Annual Appeal management includes:
 - Plan, implement, and manage the Annual Appeal Campaign, including developing strategies to identify, prioritize, cultivate, and solicit existing prospects and new donors for individual, corporate, and foundation gifts.
 - Manage the donations within the database in collaboration with the Executive Director and Information Coordinator.
 - Cultivate and implement effective donor stewardship and recognition programs.
 - Establish development systems and tools for soliciting donors, acknowledgements, and ongoing communication.
 - Develop and manage donor cultivation activities.
- Annual Fundraiser management includes:
 - Manage and promote annual fundraising events including Trimania, Plates & Pasta, and Live on Five. Oversee support staff and Events Committee involvement in special event activities.
 - Manage fundraising committee meetings by scheduling meetings and distributing minutes.
- Grant Management includes:
 - Create, manage and maintain grants calendar, including applications, payments, and reports.
 - Research and update grant application and report requirements.

PREFERRED QUALIFICATIONS:

Bachelor's degree or other demonstrated/significant and equal experience in fundraising, grant-writing, and successful development in the non-profit industry. Impeccable and eloquent English writing skills are a must. Salesforce experience is a plus--strong determination and quick learning of new digital tools could be an equal asset. Must be comfortable with a digital environment; experience with the google workspace is preferable. Exceptional communication and interpersonal skills are an asset. Ability to follow instructions independently,

follow-through, and anticipate future needs is a must. Candidates with demonstrated development and grants management experience are preferred.

ABOUT BAS

Buffalo Arts Studio (BAS) was established in 1991 to provide affordable studio space and impactful exposure for visual artists while also offering arts education and meaningful arts access for the WNY community. Located on Buffalo's east side, Buffalo Arts Studio has enriched a previously underserved area through dynamic and engaging arts programming, educational opportunities, and community events.

Today, Buffalo Arts Studio fills 20,000 square feet in Tri-Main Center, including 30 artist studios, three classrooms, two galleries, a ceramics workshop and kiln room, Community Space, full service kitchen, and a gift shop. At the core of Buffalo Arts Studio is the belief in the transformative power of the arts to inspire and affect positive change. In addition to exhibitions and classes, Buffalo Arts Studio programming includes community exhibitions, panel discussions, guided tours, art education classes, and some of the best art party fundraisers around! As a result, Buffalo Arts Studio serves over 13,000 visitors each year. Buffalo Arts Studio is a community that looks to the future, consistently working to be equitable, inclusive, and engaging.

Buffalo Arts Studio values diversity and inclusion throughout our city and within our organization. People of color, women, LGBTQ individuals, and people with disabilities are encouraged to apply.

Salary rate is up to \$20/hour depending on experience.

Please email resume and a **one** page letter of interest to alma@buffaloartsstudio.org with the subject line: Development Coordinator. **No** Facebook applications accepted.