Assembly House 150
New Job Offering

Director of Development and Administration

The Assembly House 150 (AH150) Director of Development and Administration is a highly visible management position that will work with the Executive Director to lead fundraising activities and to manage the administrative side of organization operations. The Director of Development and Administration will partner closely with the Executive Director to advance AH150’s strategic direction. The Director of Development and Administration will work with the Executive Director and consulting Grant Writer to strategize fundraising opportunities and to cultivate philanthropic support. This role involves direct supervision of a small administrative staff, ensuring that AH150’s administrative work is carried out in a manner consistent with the strategic plan. The Director of Development and Administration acts as a secondary liaison to the board and assists in board communications and activities.

Assembly House 150 is an innovative and growing nonprofit art, design and construction incubator and experiential learning center in Buffalo, NY. Assembly House 150 is an artist-led organization that creates inspiring, wondrous environments for all to experience the art of building. Home to the SACRA construction skills training program, Assembly House 150 brings together artists, architects, designers, building industry tradespeople, artisans, students, apprentices and others to build awareness of the built environment, teach skills in design and construction, work together on impactful community projects and empower people through creative action.

Assembly House 150 is headquartered in the former 1860s Immaculate Conception Church, within an historic district included in the National Register of Historic Places in downtown Buffalo. The building is an active experiential learning site, art/design/construction workshop, and display. Administrative staff share space with a diverse group of builders, students, artists, and architects daily—in a creative, evolving, and lively environment.

Successful Candidates will have strong alignment with AH150 mission, a collaborative leadership style—with Executive leadership experience and skills
— the ability to inspire, a self-directed work ethic, and will enjoy meeting new people.

**DEVELOPMENT DUTIES**

Work with Executive Director and consulting Grant Writer to develop and implement the fundraising plan, including: donor cultivation and management, identification of new grant sources, and prospects for funding partnerships and sponsorships.

Strategize, plan, and execute annual fundraising events

Be the key point of contact for tours of Assembly House for donors and partners.

Work in partnership with the Executive Director and consulting Grant Writer to ensure that programmatic resources/successes are leveraged for inclusion in grant requests, appeals, and stewardship strategies.

Supervise the Communications Associate on annual appeals, newsletters, and maintaining ongoing communications with key constituents.

Oversee the management of the CRM system

Lead communications and relationships with some donors

Work with the support team to oversee the system of grant scheduling, requests and tracking, acknowledgments, reports, and preparation of letters of inquiry.

Analyze and report on the organization’s key performance indicators, successes and industry trends and opportunities. Supervise the production of related promotional/marketing material.

**ADMINISTRATIVE DUTIES**

Liaison with the Executive Director to monitor and coordinate operations of the AH150 administrative staff and consultants, in order to meet the organization’s goals and objectives.

Work with the Executive Director and administrative staff/consultants to develop internal administrative policies and procedures, monitor their execution, facilitate resolution of issues/problems, and improve efficiencies.
**REQUIREMENTS**

Bachelor’s degree with 3+ years advancement/development experience

Demonstrated experience in grants management and in the use of a donor management platform (CRM)

Experience in event planning/coordination

Knowledge of business administration, workflow, and operating procedures/processes

Experience leading and directing the work of others and demonstrated ability to communicate well with executive leadership

Demonstrated experience in planning and accomplishing goals while successfully performing a variety of tasks.

Highly organized, with excellent written and oral communication skills

The position will require flexibility in the work schedule in order to accommodate duties/hours outside of a typical work day, including, for example, occasional weekend tour engagements or evening events.

**COMPENSATION & BENEFITS**

Salary is $65,000 annually, plus health benefits and 26 total PTO days in the first year of employment.

Interested candidates can apply by submitting resume and cover letter in one pdf with the subject “Director of Development and Administration” to:

info@assemblyhouse150.org

For more information on Assembly House 150, see www.assemblyhouse150.org