Position Description:
The Development Director 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 making and entrepreneurship, and believes tools and maker resources should be accessible to everyone. This position will work closely with The Foundry’s Executive Director to strengthen the culture of giving and support throughout The Foundry community. The Development Director is responsible for the management of the development plan, which includes the annual giving campaign, grant applications and overall donor engagement.

Duties Include:
● Work with the Executive Director and Development Committee to implement a comprehensive development plan including grants, annual appeal, and donor engagement.
● Work with the Executive Director to maintain grants calendar, write grants and ensure timely implementation including applications, payments, and reports.
● Plan and implement strategies to identify, prioritize, cultivate, and solicit existing prospects and new donors for individual, corporate, and foundation gifts.
● Manage the timely acknowledgement of gifts and make sure that all types of donations (cash, pledges, matching gifts, and planned gifts) are properly documented in online database
● Coordinate the production and distribution of recurring appeals and stewardship materials
● Assist with the writing and editing of appeals, acknowledgements, donor news, reports, and proposals

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 English writing skills are a must.
● Passion for entrepreneurship and making is important.
● Experience using a CRM database 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.

Compensation is $44,720 in the first year. The position also includes healthcare benefits, paid time off and paid holidays. Schedule is flexible, some ability to do remote work. All Foundry Staff are able to enjoy access to makerspaces during non-work hours.

The Foundry seeks to hire personnel who reflect the diversity of the communities we serve. Positions are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law.

To apply, submit resume to: megan@thefoundrybuffalo.org