

Position Title : Assistant Director of Development

Organization : Peaceprints of WNY

Salary: \$55,000

AFP-WNY Post Date: 3/26/24

DEADLINE TO APPLY: open

Position Summary

The Assistant Director of Development will be responsible for assisting with planning and overseeing the various fundraising efforts that further the objectives and goals of the agency. The Assistant Director of Development will contribute heavily to the marketing and external relation initiatives of the agency. In this capacity, the role will include event planning, volunteer management, marketing, and assisting with fundraising among individual and foundation donors. They will work closely with all departments to match programmatic and client needs with funding opportunities and will assist in leveraging community support.

Essential Functions

- Fundraising Strategy
- Develop and execute a strategic and diversified fundraising plan to secure financial support from individuals and foundations including monthly giving, annual appeal donors, and volunteers
- Assist with researching, writing, and managing grant proposals from foundations, governments, and corporate supporters
- Maintain up-to-date database and use this information to monitor and evaluate activities, producing reports for funders and stakeholders upon request

Event Planning

- Assist with managing and executing agency fundraisers and community events. Evaluate overall results of events and recommend modifications or new approaches to support the successful achievement of event goals and revenue targets
- Manage event logistics, budgets, vendors, and timelines to ensure flawless execution

External Relations

- Oversee, manage, and track volunteers of the agency. Conduct continuous evaluation of the programs and services by the volunteers and implement corrections as necessary
- Develop and implement effective strategies to recruit volunteers with the skills that match the interests of the agency through outreach to individuals, community-based organizations and groups, colleges/universities, and corporations as needed.
- Represent Peaceprints of WNY in the community at events and opportunities to collaborate or table.

Marketing

- Curate and execute the marketing strategy of the agency including social media, press releases, monthly newsletter, flyers, infographics, and other strategic initiatives.

All other duties as assigned.

Education and Experience

- Minimum of a B.A. degree, CVA or CFRE credential preferred.
- At least two years' experience in volunteer management, fundraising, human resource management, project management, social media, customer relations, or other relevant field.
- Passion for social justice, legal advocacy, prisoner reentry, and/or Fair Chance Hiring.
- Experience volunteering with other agencies.

Knowledge, Skills and Abilities

- Unwavering commitment to quality programs and data-driven program evaluation.
- Ability to think strategically about volunteer linkages to Development.
- Strong written and verbal communication skills; the ideal candidate will be a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning.
- Ability to work effectively in collaboration with diverse groups of people.

- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Excellent organization, time management skills, and the ability to think creatively.
- Must possess a valid driver's license and vehicle to use in performance of job. Position requires some travel within the City of Buffalo.

Physical Requirements

- The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work time may be evenly split between office settings, at Peaceprints properties or outside meetings. Limited local travel is required. Light physical effort in an office environment
- Frequent computer use
- Primarily sedentary work with occasional bending and reaching
- Maintain a high energy level, comfortable performing multi-faceted projects in conjunction with day-to-day activities
- Regularly required to speak clearly and hear the spoken word as well
- Regularly required to read and write clearly

Job Benefits

- Semi flexible scheduling
- Generous Paid Time Off
- Health, Vision & Dental Benefits
- Part time remote