Position Title : Development and Fundraising Manager
Organization : Pinnacle Community Services
Salary: $62,800 - $65,000
AFP-WNY Post Date: 11/13/26

DEADLINE TO APPLY: Open

Development and Fundraising Manager

Benefits: Medical, dental, vision, paid time off, paid holidays, retirement plan, flexible/hybrid work schedule, and other benefits as applicable.
Are you passionate about making a difference in your community? We are seeking a Development and Fundraising Manager to help advance our mission by building relationships with donors, securing funding opportunities, and increasing community engagement.
In this role, you will work closely with the President and CEO to develop and implement fundraising strategies, cultivate donor and community relationships, manage grant opportunities, and support events and campaigns that strengthen our impact.
What You'll Do
- Develop and implement fundraising strategies and initiatives.
- Cultivate and steward relationships with donors, sponsors, foundations, and community partners.
- Research, write, and manage grant applications and reporting requirements.
- Plan and execute fundraising campaigns, special events, and sponsorship opportunities.
- Manage donor communications, recognition, and stewardship activities.
- Maintain accurate donor records and fundraising data using CRM software.
- Monitor fundraising performance and prepare reports on progress and results.
- Represent the organization in the community and promote its mission.

What We're Looking For
- Associate's or Bachelor's degree in a related field, or equivalent combination of education and experience.
- Fundraising experience and/or a professional fundraising credential preferred.

- Experience with donor relations, grant writing, event planning, or nonprofit development.
- Strong written, verbal, organizational, and interpersonal communication skills.
- Experience using donor management or CRM systems.
- Ability to build relationships, manage multiple priorities, and work independently.
- Valid New York State driver's license and reliable transportation.

Benefits

- Competitive salary
- Health, dental, and vision insurance
- Generous paid time off and paid holidays
- Retirement savings plan with employer contribution/match (if applicable)
- Flexible hybrid work environment
- Professional development and training opportunities
- Meaningful work that directly impacts the community

Why Join Us?

This is an opportunity to play a key role in strengthening our organization's ability to serve the community. You'll help cultivate partnerships, secure resources, and expand the impact of our mission while working in a collaborative, mission-driven environment.

To Apply: Submit your resume and cover letter outlining your interest and relevant experience to Laura Pennington: lpennington@pinnaclecs.org

Equal Opportunity Employer

We are committed to creating an inclusive workplace and encourage individuals from diverse backgrounds and experiences to apply.