

Position Title : Development Director
Organization : Ronald McDonald House Buffalo
Salary: \$75,000 - \$95,000
AFP-WNY Post Date: 4/21/26

DEADLINE TO APPLY: Open

Development Director

The Development Director works closely with the Executive Director to strengthen the culture of giving and support for Ronald McDonald House Buffalo. The Development Director plays a key role in the design, execution, and supervision of the charity's overall development strategy which will align with the strategic plan and stated mission. Included in the plan, but not limited to, is engagement with corporations, foundations, major donors, legacy donors through appeals, online and targeted mailings and other communications. The Development Director will manage, evaluate, and expand the donor portfolio and increase the organization's revenue through cultivation, stewardship, signature events, and peer to peer programs.

Essential Functions:

- Creates, implements, and evaluates a comprehensive, multi-year plan to increase donors and dollars in support of Ronald McDonald House Buffalo including all solicitation vehicles, segmentation, timing, messages, and goals.
- Implements a legacy program with the help and support of the board and committees.
- Nurtures and explores the expansion of established current relationships with foundations, corporate entities, and individual donors.
- Plan and implement (2) Ronald McDonald signature events.
- Research foundations and corporations whose mission aligns with Ronald McDonald House Buffalo and develops both a relationship and successful proposals.
- Manages donor database to achieve accuracy, consistency of input recording, and timely donor acknowledgements.
- Oversees the development and execution of a donor stewardship plan, ensuring an appropriate level of frequency of impactful and meaningful stewardship for donors at all levels of giving.

- Fosters relationship with local corporate partners
- Works with Executive Director to develop an annual budget, including setting realistic income targets and managing expenditures within budget constraints.
- Acts as a strategic spokesperson for Ronald McDonald House Buffalo for the purposes of mission awareness and cultivation. Audiences include board members, donor prospects, business groups and volunteers.
- Ability to think outside-of-the-box to fundraise and recruit donorship across a spectrum of Ronald McDonald House Buffalo services

Education and Experience:

- Bachelor's degree in business administration, non-profit management, communication or a similar field.
- Minimum five years' experience in non-profit development. The ideal candidate will possess attention to detail, is highly organized and possesses excellent project management skills. Must have a customer service outlook and an ability to connect with donors.

Knowledge, Skills and Abilities: [

- Proven expertise in building and maintaining positive relationships with diverse individuals.
- Must adhere to the highest ethical standards, demonstrate an empathetic disposition and perseverance, and convey sensitivity to the needs of donors.
- Superb written and verbal communication skills to speak with donors and other stakeholders across the organization.
- Ability to inspire prospects and successfully engage them in our vision and mission.
- Demonstrated ability to set and achieve goals as well as meet deadlines.
- Proficiency in Word and Excel, as well as experience with donor tracking and/or database software is preferred.
- Ability to work independently, follow-through, and anticipate future needs.
- Proficiency with sales and marketing strategies, grant writing and event planning.
- Leadership or Management experience preferred.
- Other duties as directed by the Executive Director.

Physical Requirements/Working Conditions:

Must be able to sit at a desk and monitor for moderate periods of time. Speech and hearing sufficient for constant telephone and in-person communications. Regularly required to lift, carry, walk, sit, and stand. May lift up to 25lbs unaided. Some local travel is required.

Expectations:

- Always support the mission of improving the health and well-being of the children and families we serve.
- Adheres to the Ronald McDonald House Buffalo policies and procedures.
- Meets or exceeds expected core competencies and performance standards, including consistently reporting to work on time prepared to perform the duties of the position.

Please email cover letter and resume to: Info@RmhcWny.org