

Development Specialist:

The Development Specialist is responsible for assisting the Executive Director with fund development, fundraising, and special events. The Development Specialist plays an integral role in expanding our funding base, developing strategies to attract new funders, and implementing these strategies. This person will create communication pieces to update current and prospective funders about our programs. The Development Specialist will work with finance staff to create grant management systems, track grants, reports and submit reports in a timely manner. Finally, the successful candidate will assist with organizing and staffing development events. The Development Specialist works under the supervision of the Executive Director and closely with all program directors, and often with the general staff, and Board of Directors of PUSH.

RESPONSIBILITIES:

- Assist in identifying and cultivating giving programs with small, medium, and large individual donors as part of an annual campaign; prioritizes prospects; document all contacts; determine targeted results, tracks and documents progress.
- Assist in implementing an annual plan to increase business and civic group giving; determine targeted results and tracks, documents progress.
- Coordinate with Accounts Receivable to process donations and prepare acknowledgement letters and other correspondence.
- Create monthly fundraising reports and other database reports as needed.
- Continually update and correct database records.
- Conduct preliminary research on prospective corporate, government, private foundations and individual donors.
- Coordinate productions and mailing of spring and year-end appeal letters.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fundraising events.
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings.
- Other duties as assigned by the Executive Director
- Produce and edit newsletter; gather stories and photos, proofread, and manage printing
- Update presentation and public relations material as needed, including brochures and power point presentations.
- Coordinate and edit fundraising page on website and update on a regular basis.
- Prepare occasional news releases and press kits
- Lead the tour committee on scheduling and coordinating PUSH Green Development Zone tours.

Required Skills and Qualifications:

- Minimum of Associates Degree and 2 years of experience preferred
- Excellent writing skills
- Excellent communication skills and public speaking abilities
- Ability to travel to meet with or present to foundations on PUSH's behalf
- Ability and willingness to work some evening and/or weekend hours as needed

Join our team and build your career with us! We offer:

- Supportive, stimulating, and collaborative environment with passionate colleagues dedicated to building community, equity, and justice
- Competitive, comprehensive benefits package including health, dental, vision, and paid time off

How to apply

Proposals should include a letter of application, resume, and contact information for two professional references. Proposals will only be accepted by email, and should be sent to:

Rahwa Ghirmatzion
Executive Director
Rahwa@pushbuffalo.org

PUSH Buffalo is an Equal Opportunity Employer. We celebrate diversity and inclusion as these principles are central to our mission.