

**Position Title:** Development Associate

**Organization:** The Buffalo and Erie County Botanical Gardens

**AFPWNY Post Date:** 01/26/2018

The Buffalo and Erie County Botanical Gardens is seeking a qualified candidate for the position of **Development Associate**. The candidate will assist the Development Department in raising funds from various sources including individuals, corporations and fundraising events.

Candidate must:

- Possess exceptional organizational, written and verbal skills
- work well independently as well as with a team

Required Experience:

- Work experience in development, fundraising and/or fundraising events
- Bachelor's degree in communication, business or a related field

A working knowledge of Microsoft applications, plus fundraising software and/or Blackbaud applications is preferred.

If you would like to become part of our growing team, email a cover letter and resume to David Swarts, President/CEO at [dswarts@buffalogardens.com](mailto:dswarts@buffalogardens.com) by February 23, 2018.