

**Position Title:** Director of Development  
**Organization:** Buffalo Seminary  
**AFP-WNY Post Date:** 05/02/2018

The Director of Development is responsible for leading Buffalo Seminary's development program and for maintaining active and productive relationships with board members, donors, and all members of the SEM community. The Director of Development reports to the Head of School, is a member of Buffalo Seminary's administrative team, and manages a staff of 3 - 5 people.

**Qualifications:**

- Bachelor's degree. Master's degree preferred.
- A minimum of 5 years fundraising experience in a leadership capacity, preferably with an educational institution.
- Demonstrated supervisory experience with an ability to work as both team leader and team member.
- Experience leading Annual Fund, Endowment, and/or Capital Campaigns
- Experience handling a portfolio of major donor assignments for qualification, cultivation and solicitation.
- Maintains an active community presence in the WNY region.
- Understands the value of relationship-building and maintaining productive working relationships with regard to the board, volunteers, and donors.
- Familiar with donor-centric fundraising thought/programs.
- Knowledge and experience with fundraising software.
- Experience with Microsoft Suite, DonorPerfect, and Constant Contact. Knowledgeable about other research tools and social media.
- Understands donor analytics.
- Strong interpersonal, organizational, and writing skills.
- Knowledge of planned giving, foundation, and corporate grant writing.
- Familiarity with fundraising events.

**Responsibilities:**

- Reports regularly to Head of School.
- Oversight, active involvement, and responsibility for SEM's fundraising program including major donor recognition groups, Annual Giving, Endowment, and Capital Campaign programs.
- Works closely with Head of School on all fundraising initiatives. Develops strategies to initiate and meet aggressive fundraising targets.
- Reports several times each year to the Development Committee, providing all requested information, reports, and updates.
- Works with Finance Committee to develop annual fundraising targets, as well as division goals.

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**Responsibilities:**

- Models and encourages integrity, proactive thinking, responsiveness, timeliness, attention to detail and other key skills.
- With Annual Fund Director:
  - Sets messaging, tone, and yearly calendar of activities, mailings and reports
  - Identifies volunteers at all levels of the organization, including parents, founders solicitors, etc.
  - Develops and schedules activities for the Founders' Society - SEM's major giving club.
- With Records Manager, oversees all aspects of database use and record-keeping, including all gift processing activities.
- Coordinates development research activities. Oversees creation of grants and foundation applications.
- Plans and implements major donor cultivation and solicitation goals for self and schedules meetings, visits, activities, and travel schedule.
- Coordinates Head of School's major donor cultivation and solicitation efforts.
- Attends SEM events and meetings.
- Analyzes and evaluates events, emails and other communications after they have occurred. Organizes post-event meetings with all parties involved.
- Creates annual reports for SEM's endowment fund donors.
- Works closely with Director of Communications and the Director of Admission to ensure appropriate, accurate, consistent, and timely messaging.
- With Director of Communications, produces the Annual Report and drafts any requested publication materials. Offers ideas and support for social media activities.
- Responsible for Development Department budget. Meets with Director of Finance as necessary.

SEM concluded a major capital campaign in June 2016. A key component of this this position is knowledge of necessary activities preceding the next major campaign.

**Deadline to apply is Friday, May 25, 2018.**

Send a resume and cover letter to the attention of Ann More at [humanresources@buffaloseminary.org](mailto:humanresources@buffaloseminary.org).

Please include "Director of Development" in the subject line.

Alternatively you may mail it to:

Buffalo Seminary

205 Bidwell Pkwy

Buffalo, NY 14222

Attn: Ms. Ann More