

Job Posting Form

Date Posted: 10/28/2016

Send resume to: danryan128@gmail.com

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 20 Full-Time:

Job Title of Open Position: Advancement Director

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: St. Mark Church Department Advancement

Location Address: 401 Woodward, Buffalo, NY 14214

Employer website: saintmarkbuffalo.com

Brief Job Description

JOB SUMMARY: To direct all advancement efforts at St. Mark Parish School including, but not limited to annual giving, memorial giving, special campaigns and fundraising events. Responsible for implementing a planned giving program. Facilitate and support relationships by partnering with individuals and organizations to support community of St. Mark .

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Cultivation of Gifts

- Administer annual giving campaigns, including development of written and online materials
- Solicitation of special gifts, including planned gifts, memorials, and capital gifts
- Cultivate relationships with constituents: alumni, current parents, parents of alumni, grandparents, parishioners, faculty, staff, corporations, and foundations
- Research and writing of grants for the support of parish and school programs
- Identify and qualify prospective donors for appropriate requests

Events Leadership

- Be the in-house leader for development events, working closely with volunteer leaders and providing administrative support
- Ability to work with school organizations and vendors to help ensure successful special events
- Assess fundraising activities on an ongoing basis to ensure fulfillment of mission

Records Management

- Develop and maintain donor records
- Record and acknowledge all gifts in a timely manner
- Ensure accurate periodic giving statements

Community & Professional Growth

- Attend events in the community to support St. Mark
- Support and promote programs through community outreach events and fundraising activities
- Work to transform participation throughout St. Mark Community
- Maintain membership with professional organizations

Qualifications: Required Education/Experience

- Bachelor's Degree from an accredited college
- 2-3 years advancement experience

Desired Skills

- Grant writing experience
- Social media and marketing experience
- A broad knowledge of community relations and event fundraising
- Ability to work independently and be self-motivated
- Possess strong interpersonal and excellent writing skills
- Knowledge of Microsoft programs including Word and Excel, donor databases including Maestro and graphic design programs
- Ability to organize, motivate and direct volunteers
- Good project management and prioritization skills
- Develop good working relationships by promoting an atmosphere of fellowship, cooperation, and teamwork
- Seasonal and situational expanded work hours may be required

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **11/20/2016**