

**Job Posting Form
Diocese of Buffalo**

Date Posted: 3/16/2018

Send resume and application from our website to: Ann Zilliox
Diocese of Buffalo
795 Main Street
Buffalo, NY 14203
E-mail: azilliox@buffalodiocese.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 18-20 Full-Time:

Job Title of Open Position: Advancement Specialist

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

Employer: Diocese of Buffalo Department Advancement

Location Address: 795 Main Street, Buffalo, NY 14203

Employer Website: www.buffalodiocese.org

Brief Job Description

The Advancement Specialist is responsible for the data entry for all revenue producing activities of the Advancement Office, ensuring timely donor acknowledgement. This position processes donations, prepares and composes acknowledgement letters and other correspondence in the donor database, Raiser's Edge. The Advancement Specialist also supports constituent relations and communications through maintaining and updating the donor database, Raiser's Edge, and creates daily and monthly fundraising reports. The Advancement Specialist also supports constituent relations and communications through maintaining and updating the Foundation's website.

Qualifications: Required Education/Experience

- Associate's or bachelor's degree in a related field.
- A minimum of three years' experience in an administrative position, preferably in a not-for-profit development office.
- Database Management experience, Blackbaud Raiser's Edge experience required, preferably minimum of three years' experience.

Desired Skills

- Proficiency in Microsoft Word, Excel, PowerPoint and database management .
- Excellent verbal and written communications skills.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to work independently with little supervision.
- Excellent interpersonal skills.

E.O.E.

How to Apply: By Mail E-Mail as above. **Applications are accepted until this position is filled.**