

Job Posting Form

Date Posted: December 16, 2015

Send completed Application
And Resume to: Ann Benzel
Diocese of Buffalo
795 Main Street
Buffalo, NY 14203
E-mail: abenzel@buffalodiocese.org

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

Job Title of Open Position: Relationship Manager

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

Employer: Diocese of Buffalo Department Capital Campaign

Location Address: 795 Main Street, Buffalo, NY 14203

Employer Website: www.buffalodiocese.org

Brief Job Description

The Relationship Manager is responsible for identifying, researching, and analyzing prospects for major gift cultivation and solicitation at the parish level in concert with external fundraising professionals. This position also serves as a liaison between parishes, the Capital Campaign Office and the Diocese of Buffalo.

Qualifications: Required Education/Experience

- Bachelor's Degree in Marketing, Communications or related field.
- Prior experience with capital campaign communications or marketing, and non-profit, philanthropic organizations preferred.
- New York State Driver's License in good standing, valid New York State registration and automobile insurance.

Desired Skills

- Knowledge of the operations and management of a philanthropic foundation, especially program management.
- Marketing skills and background
- Donor and volunteer relations
- Ability to present information concisely and effectively, both verbally and in writing
- Proven experience building relationships with internal and external constituents.
- Demonstrated analytical skills to initiate and perform analyses and organize information to identify philanthropic patterns, tendencies, and relationships among individuals, corporations and foundations.
- Knowledge of ethics statements by APRA, AFP, Council for Advancement and Support of Education (CASE), and other related associations.
- Proficiency in Microsoft Word, Excel and Agency internal databases.
- Willingness to work evenings and weekends and to travel as needed.

E.O.E.

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