



*Providing Housing and Support Services  
For Homeless Single Parent Families*

## **EMPLOYMENT OPPORTUNITY**

**Position:** Director of Development  
**Reports To:** Executive Director  
**FLSA Status:** Exempt

### **Position Summary:**

The Director provides leadership for Gerard Place in fund development and will develop, implement and maintain an active, effective and comprehensive fund development program. The incumbent must have a belief in the vision and mission of Gerard Place and an ability to conceptualize, integrate and articulate this vision and mission effectively within the development program and in the WNY community.

### **ESSENTIAL RESPONSIBILITIES:**

- Responsible for planning and implementing comprehensive development and cultivation plans that further the Agency mission
- Provide leadership and demonstrate an organized and strategic approach for ongoing development programs, cultivation initiatives and public relations activities
- Experienced in all areas of philanthropy, i.e. annual, capital endowment, major gifts, special events, planned giving, grants
- Knowledge of best-practice fund raising principles, techniques and ethics
- Experience with Capital Campaigns
- Work with the Executive Director in increasing public awareness of Gerard Place and its programs
- Responsible for developing/managing the department's budget
- Work with the Executive Director and Board of Directors in cultivation, solicitation and stewardship of donors and prospects
- Responsible for donor stewardship activities
- Oversee prompt and accurate recording and acknowledgement of all gifts
- Recruit and work with volunteers to assist in development activities which should include members of the board and individuals in the community
- Organize and supervise Development Committee to assist and move development program forward
- Build a robust donor base
- Effectively utilize MIS Systems/computerization to enhance development program
- Produce necessary management reports on development program
- Maintain positive working relationships with staff
- Comply with all agency policies and procedures, including confidentiality
- Perform other duties as the position may require

**MINIMUM REQUIREMENTS:**

- At least five years' experience in successful fund development
- Baccalaureate degree
- Superior communication skills (verbal/written)
- Demonstrated careful judgment, strong problem solving and decision making skills
- Ability to multitask and prioritize projects/activities
- Superior organizational skills

**COMPENSATION:** Commensurate with experience

Interested parties should submit their resume to Jill Mattson at [jmattson@gerardplace.org](mailto:jmattson@gerardplace.org) or 2515 Bailey Avenue, Buffalo, NY 14215. No phone calls, please.

Deadline to apply is November 15, 2017

*Gerard Place is an Equal Opportunity Employer (EOE).*