

## ***Part-time Director of Development at Canopy of Neighbors***

Canopy of Neighbors is a small, but emerging, non-profit whose mission is to create new pathways to aging well and aging independently in community. Our members are 62 and older and our goal is to provide the human services necessary to help them age in place.

A new position in the organization, the Director will have the opportunity to build the development function. Reporting to, and in partnership with the Executive Director, the new DD will spearhead development efforts as Canopy continues to expand.

### Qualifications:

- Must embrace the mission of Canopy.
- Strong interpersonal, oral communication and writing skills are a must.
- Excellent computer skills including proficiency with Excel.
- Possess the skills to work with and motivate staff, board members and volunteers.
- Be a self-starter and goal driven enough to initiate donor visits, sales call and fundraising calls.
- Be organized and exhibit follow through on tasks and reportable goals.
- Display a positive attitude and show concern for people and community.
- The successful candidate will be motivational and work with Canopy's board to help build our roster of supporters and expand our fundraising to match our goals.
- Previous experience in a customer-facing or marketing role helpful.
- Bachelor's degree required.

### Responsibilities:

- Develop and execute Canopy's annual fund appeal.
- Manage donor database and oversee staff responsible for data entry and gift processing.
- Develop and maintain ongoing relationships with donors.
- Build upon and execute a strategy for a sustainable base of annual individual donors, foundations and corporate sponsors.
- Develop and track proposals and reports for all foundation and corporate fundraising.
- Expand social media presence to support development functions.

Please send resumes to [Sasha@CanopyofNeighbors.org](mailto:Sasha@CanopyofNeighbors.org) and call 716-235-8133 for more information.

Canopy of Neighbors, 805 Delaware Ave, Buffalo, NY 14209