

## **Buffalo Society of Artists Community Engagement Director**

### **About the Buffalo Society of Artists**

The Buffalo Society of Artists (BSA) is the premier membership organization for Western New York artists. Founded in 1891 to promote and expand opportunities for regional artists, BSA is one of the longest continually operating volunteer arts organizations in the United States. BSA currently has more than 225 exhibiting artist members, and is affiliated with 80-plus local, state and national arts organizations. BSA became a not-for-profit arts organization in 2017. The organization is overseen by a board of directors.

### **Vision Statement**

The BSA will be widely known as a vibrant network of diverse and accomplished artists challenging and supporting one another, offering programs that assist artists in achieving their professional and personal goals.

### **Values**

Eclectic artistic expression as a critical contribution to personal and societal growth; lifelong learning and technical advancement; non-biased, juried support for progressive public displays of artistically diverse points of view.

### **The Position**

BSA seeks to hire, a dedicated professional to better fulfill its mission, to enhance its ability to seek public and private sources of funding, and to help grow its membership across diverse communities. The Community Engagement Director will help the board to operationalize the organization's mission, vision and values.

This position will focus on revenue-generating activities to build capacity for the organization, working closely with the BSA Executive Board and the Resource Development Committee. The Community Engagement Director will also interface with other key BSA committees.

This is a half-time (20 hours per week) position with potential for growth. The Community Engagement Director's office will be located in the Brisbane Building in downtown Buffalo. The position will report to the Executive Committee. Evening hours may be required.

## **Responsibilities**

### **Fundraising**

- Work with BSA Executive Board and Resource Development Committee to develop comprehensive fundraising strategies, execution plans and goals, such as and not limited to:
  - Manage larger gift program (individuals, corporations, foundations, legacy giving), the annual solicitation campaign, including direct mail, email, social media, fundraising activities related to events and maintain the exhibition sponsorship program, including solicitations and sponsor recognition.
  - Research new sources of revenue generation for the organization, including writing, submitting and secure grants from public and private entities as well as managing the funds received.
- Work with Corresponding Secretary to acknowledge all donors

### **Membership Growth**

- Work with BSA Executive Board Membership Committee on strategies to grow BSA membership and related revenues, especially among younger artists and within diverse communities.
- Secure benefits for members (i.e. discounts) from businesses or organizations.

### **Databases and Reports**

- Establish and maintain a fundraising prospect and donor database
- Work with Treasurer to track funds from grants and fundraising efforts
- Present regular reports to BSA Executive Board and the Resource Development Committee.

### **Required Qualifications**

- Bachelor's degree or
- Three years relevant work experience
- Tangible success in fundraising and grant writing efforts as well as grant management
- Demonstrated experience in data management and the ability to plan and meet deadlines
- Proven ability to team with community leaders to achieve common objectives as well as experience working with a nonprofit governing board
- Demonstrated excellence in clear and concise written and verbal communication, attention to detail and high degree of accuracy
- Ability to work independently and improve and manage processes to ensure success
- Proficient user of Microsoft applications (Word, Excel, Powerpoint) and google docs.
- Familiarity with email and social media marketing tools, as well as
- Commitment to support BSA's mission, vision and values

- Enthusiasm for building and nurturing relationships with individuals, foundations, government entities and businesses to increase awareness, support and financial backing for BSA

The BSA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, age, genetic information, pregnancy or any other protected characteristic outlined by federal, state or local laws. The Buffalo Society of Artists makes hiring decisions based solely on qualifications, merit and business needs at the time. Statement should be reviewed by legal and/or updated; see <https://dhr.ny.gov/law#>

### **Compensation**

The position salary is \$20,000 (half-time) **or \$400 per week.**

**NOTE:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

### **To Apply**

Email a cover letter addressing specifically how your experience lines up with the required and preferred qualifications, and a resume to [president@buffalosocietyofartists.org](mailto:president@buffalosocietyofartists.org) as a single PDF, and include "Community Engagement Director" on the subject line. Deadline is August 1, 2022 for all materials to be received.

### **Anticipated Start Date**

Position is open until filled