

Buffalo Society of Artists (BSA) Community Engagement Director

The Position

The BSA Community Engagement Director will be charged with developing BSA's resources by building a more effective infrastructure, creating sustainability, and enhancing the organization's identity. The Director's role will be to develop and implement plans that provide the necessary resources to achieve strategic goals and to plan and execute initiatives and policies designed to increase membership across diverse communities. The Director will work closely with the BSA Executive Board to build capacity in several ways including and not limited to:

- Increasing and broadening memberships across diverse communities through outreach, public relations and targeted strategies.
- Developing and implementing fundraising activities including direct mail and electronic appeals, corporate sponsorships, government and foundation grants, major individual gifts, events, legacy giving, and in-kind support.
- Assisting Board Committee Chairs in the administration and coordination of BSA's educational and exhibition programs and in BSA's public awareness as a professional and relevant arts organization.

This position is part-time (20 hours per week) and primarily in person.

Applications must be received by November 6, 2023 to be considered.

The Responsibilities

Management of Donor Development, including Strategy and Solicitations

Coordinate and manage:

- annual letter campaign including research and development of targeted BSA donor lists to reach identified campaign goals.
- the development and management of the BSA membership-level donor program, including all donor acknowledgement activities such as timely oral and written communication to donors, maintaining accurate donor records, gift management systems and informational reports.
- Develop annual campaign goals and related activities

Grant Management, Writing, Editing, and Reports

- Administration and execution of all grants, from initiation to conclusion. In addition to coordination and management of existing grants, board-initiated grants, collaborations, and sourcing new opportunities.
- Maintain BSA's donor and grant database to ensure accurate and timing reporting, including data entry and analysis.

Community Outreach and Membership Recruitment

The Director will oversee the planning and implementation of outreach strategies, connecting people in the broader community by creating sponsorship agreements and cultivating relationships with businesses, individuals, and other relevant organizations. Responsibilities include

- Develop programs, initiatives, and policies designed to increase membership especially among younger artists and within diverse communities.
- Create, update, and distribute information to current members as well as prospective members.

The Qualifications

The position requires a passionate and dedicated team player who takes initiative and proactively creates, improves, and leads their area. A successful applicant must have at least 2 years of demonstrated experience

specifically in development work, in the nonprofit sector is preferred, and the desire to grow as a development professional.

Education and Previous Experience

- Bachelor's Degree or 2 years experience in non-profit management, business, or related fields.
- Demonstrated experience in data management and grant management, including grant writing and reporting.
- Experience with event planning, marketing, and effective fundraising techniques.
- Demonstrated excellence in:
 - Clear and concise written and verbal communication
 - Attention to detail with a high degree of accuracy
 - Ability to plan and meet deadlines, as well as management of others involved
 - Ability to work with organization leaders to achieve common objectives.
 - Computer usage, including proficiency of Adobe and Microsoft applications and experience in databases; experience in Mailchimp or other email marketing software is preferred.
 - Experience in working with a governing board is preferred.

Additional Skills, Qualities and Abilities

- A commitment to support BSA's mission, vision and values
- Enthusiasm for communicating with donors, including building and nurturing relationships to increase awareness, support, and financial backing for BSA's work
- Ability to work independently
- Ability to work well under pressure and effectively handle sensitive situations and relationships

Physical Requirements

Job duties include a general office environment, spent sitting and operating a computer and other office technology. Must be able to read, write, and communicate fluently in English.

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.

The Compensation

The position pays \$20.00

How to Apply:

Email a cover letter, resume to president@buffalosocietyofartists.org as a single PDF, and include "Community Engagement Director" on the Subject line.

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