Position Summary:
The Director of Development will develop innovative strategies to diversify and expand WNY Women’s Foundation fundraising in support of its mission and vision for the future. The comprehensive and strategic fundraising program engages multiple donor channels including individual, corporate and foundation giving as well as planned giving and cultivation events. The Director works with staff and the Board of Directors/Emeritae Advisory Board to develop effective donor-centric strategies, outreach efforts, and communication content, which lead to the development of new donors and engagement and recognition of current donors.

Reports and Responsible To: CEO

Essential Functions: Duties and Responsibilities:

Fundraising Strategy
- Develop, monitor and execute a strategic plan for fundraising with differentiated giving strategies to reach established goal. The plan will include strategies addressing prospect identification and outreach for annual fundraising, planned giving, major gifts, corporate sponsorships, third-party events and grants.
- Provide leadership and direction to the CEO and Board ambassadors in the effective execution of all development activities.
- Exploit the capabilities and ensure data integrity of DonorPerfect fundraising data system. Extract and analyze data to make effective and efficient decisions about donor strategy and process.

Fundraising Execution
- Drive the relationship development and stewardship of individual and organizational friends and donors, recruiting additional resources as necessary.
- Sustain and grow a portfolio and actively solicit for organizational support.
- Inform and assist with sponsorships for major fundraising events.
- Assist to identify grants.

Cultivate connections and advance organizational relevance
- Develop strong community relationships to drive awareness and understanding of the Foundation’s work that makes a case for support.
• Work with staff, vendors and volunteers to develop effective electronic and print marketing materials (Annual Report, Newsletters, Appeals) and collateral that lead to the development of new donors, and engagement and recognition of current donors.
• Develop a system of routine communication with Financial Planners and Estate Lawyers about the WNY Women’s Foundation and the *Pat Garman Torch Circle* Planned Giving program.

**Team Leadership**
• Work with communications and strategic initiatives staff to develop clear, compelling donor communications that capture organizational relevance and drives financial support.
• Communicate regular fundraising updates to Board Members (biweekly Board Newsletters; Board meeting materials) and the Development & Communications Committee.
• Advise the Board Development & Communications Committee. Provide fundraising education to the Board of Directors to maximize comfort and action.
• Oversee gift acknowledgement process(s) and financial balancing in conjunction with Administrative staff.
• Develop and work within the annual operating budget for Development.
• Embrace your team role in fulfilling the mission of the Foundation.

**Preferred Qualifications:**
• Bachelor’s degree or higher is required
• Minimum of five years of related experience with a successful track record of personally identifying, cultivating, soliciting and stewarding major gifts from individuals and institutional donors.
• Ability to apply an intersectional lens (gender, race, place, ethnicity, sovereignty, socioeconomic class, age, disability, LGBTQ+, immigration status) to ensure the Foundation’s commitment to diversity, equity, inclusion.
• Commitment to gender and racial equity and passionate about the WNYWF mission.
• Experience engaging with and leading diverse persons and groups.
• Demonstrated initiative and a solution-focused attitude while positively contributing to our team work environment.
• Sense of humor, excellent judgement, and creative problem-solving skills, including negotiation and conflict-resolution skills.
• Forward thinker with a track record of utilizing new methods of constituent engagement and connectivity.
• Stature, gravitas, and confidence to gain the credibility and respect of high-performing Board of Directors and Committee.
• Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with staff, volunteer leadership and community partners.
• Self-reliant and results-oriented. Ability to make decisions in a changing environment and anticipate future needs.
● Knowledge of WNY’s corporate, foundation, and philanthropic community.
● Excel and Powerpoint proficiency a must. Knowledge of donor databases required. DonorPerfect knowledge is a plus.

**Requirements Necessary to Perform this Job**
● Flexible work hours requiring work in excess of 37.5 hours/week when necessary. Must be willing and able to work and attend events on evenings and weekends as needed.
● Access to reliable transportation to visit off-site and across WNY.

**Compensation and Benefits:**
● Salary commensurate with experience.
● 15 PTO to start. 2022: Summer half day Fridays. 40 hours NYS Paid Sick Leave (upfront).
  11 current Holidays (staff may be provided with additional days off at CEO discretion)
● Employer contribution (up to 73%) single health insurance, 100% vision and majority of dental insurance (depend on plan chosen).
● 401K - 3% match
● Flexible hours. Office is currently operating remotely at least through June 1, 2021. WFH necessary equipment provided. Return to at least partial professional office environment will be required. The final candidate will need to reside within the state of New York.

**Qualified candidates are encouraged to apply immediately. To apply, please email a letter of interest including salary requirement, resume and 3 references to: resume@wnywfdn.org.**
WNYWF strongly encourages people of color, LGBTQ individuals, people with disabilities, and members of under-represented communities to apply. Applications will be considered until the position is filled.