EXPLORE BUFFALO
DEVELOPMENT COORDINATOR
Job Description

Explore Buffalo is seeking a full-time Development Coordinator with an engaging and enthusiastic personality to join our energetic and professional team in support of the organization's mission of promoting Buffalo and Western New York history, architecture, and neighborhoods through quality education to learners of all ages.

Responsibilities:

Corporate Support
Cultivate increased corporate support for Explore Buffalo:

- Recruit and retain corporate sponsors for events and programs, including the Winter Gala and Doors Open Buffalo, working with the Board of Directors and Fundraising Committee
- Coordinate networking events and annual Partners Breakfast
- Manage benefits for corporate sponsors, where applicable, such as event tickets
- Recruit advertisers for annual guidebook and other publications, ensure their satisfaction, and facilitate the placement and layout of their ad designs
- Coordinate private group tours for businesses:
    - Promote private group tours to businesses for recruitment, teambuilding, etc.
    - Help groups plan their tours and provide information for docent scheduling

Individual Support
Cultivate increased support for Explore Buffalo's Annual Campaign & Education Fund Campaign:

- Coordinate mail, phone, and in-person donor outreach efforts, working with the Board of Directors and Fundraising Committee
- Maintain donor records and send donor acknowledgements
- Research and propose additional forms of giving, such as planned gifts

Fundraising Events
Primary staff support for Explore Buffalo's major fundraising events:

- Coordinate logistical details for Winter Gala and Tours of Homes
- Work with event committees and coordinate volunteers to develop and execute event plans

Grant Support
Work with the Executive Director to increase grant revenue:

- Research grant opportunities and support grant application processes
- Potentially write some grant applications or grant application sections

Other

- Establish and maintain good working relationships with other cultural, business, and community organizations in WNY.
- Represent Explore Buffalo in a professional, personable manner through tabling, speaking engagements, attendance at community partner events and Explore Buffalo events, etc.
- Assist with general office tasks and major events as needed, and other duties as they may develop.

Qualifications:

- Bachelor's Degree
- Two or more years of relevant work experience – non-profit experience is encouraged, particularly with a cultural organization
- Enthusiastic and energetic personality
- Flexibility and adaptability in a fast-paced work environment
- Strong organizational skills
- Ability to work independently and with a team, depending on the task
- Attention to detail; ability to coordinate multiple tasks simultaneously
- Excellent oral and written communication skills
- Comfortable speaking in front of groups at all age levels (youth, adult, senior)
- Proficiency in Microsoft Office programs
- Primarily regular office hours, with various evenings and weekends required
- Must have reliable transportation

Explore Buffalo provides equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

Application: To apply, please email a cover letter and resume to hiring@explorebuffalo.org by Friday, January 24, 2020. Please include Development Coordinator in the subject line.