

Burchfield Penney Art Center
Director of Development – Position Description

Situated on the campus of Buffalo State College, the Burchfield Penney Art Center enjoys a 43-year history and recently celebrated its first anniversary in its new building. The center is a museum dedicated to the art and vision of Charles E. Burchfield and distinguished artists of Buffalo-Niagara and Western New York State. Through its affiliation with Buffalo State College, the museum encourages learning and celebrates our richly creative and diverse community. The Burchfield Penney seeks a Director of Development to join our creative, high energy team that will define the next decade of the organization's history.

A senior member of the management team, reporting to the Chief Operating Officer, the Director of Development will develop and implement strategies for fund raising that meet the income needs of the Burchfield Penney Art Center and are consistent with the mission, vision, and values of the organization. The successful candidate will be responsible for preparing an annual and long-term development plan, coordinate and execute all aspects of the center's contributed income including membership, annual gifts, sponsorships, grants, and fund raising events, as well as coordinate and execute an effective stewardship program through written and verbal communication and provide excellent customer service.

Required qualifications: Bachelor's Degree, five years progressive experience in leadership roles in fundraising with not-for-profit organizations, proven track record in obtaining gifts from corporate, foundation and individual donors, excellent oral and written communication/presentation skills. Experience working with volunteers.

Preferred qualifications: Advanced Degree and/or CFRE certification, knowledge of and/or work experience in the visual art field, experience with planned giving, Raisers Edge software, knowledge of Buffalo's corporate and philanthropic community.

Review of applications will begin February 1, 2010 and will continue until position is filled. Submit cover letter, resume, writing sample and three references to: Chair, Search Committee, Director of Development, Burchfield Penney Art Center, 1300 Elmwood Avenue, Buffalo, NY 14222. The Burchfield Penney Art Center is an affirmative action/equal opportunity employer.

Salary range: \$60K - \$65K