



## NOTICE OF JOB VACANCY

**Location:** Development & Communications Department, Central Library  
**Position Title:** Development Manager  
**Type of Appt:** Provisional<sup>i</sup>  
**Salary:** \$60,794 - \$87,119 (CSEA Job Group 10)  
**Posting Date:** March 11, 2026

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### **MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Communications, Business, a related field, or Library Science with two (2) years of professional experience in fundraising, development, grant writing, special event planning or other fundraising-related field in a public, private, or non-profit setting; or:
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Communications, Business or related field with three (3) years of professional experience in fundraising, development, grant writing, special event planning or other fundraising-related field in a public, private or non-profit setting.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

### **DUTIES: (Illustrative Only)**

- Plans, organizes, coordinates and implements fund raising programs;
- Manages direct mail solicitations, grant writing and any potential membership programs;
- Key liaison to committee of volunteers and staff charged with planning and implementing fundraising events and activities;
- Develops strategies to identify new sources of revenues that will meet organizational goals;
- Supervises the use of the fundraising software to assure that an accurate accounting database is developed;
- Coordinates and oversees volunteer program;
- Keeps abreast of current trends and developments in the profession;
- Performs other related work and undertakes special projects as assigned.

### **SPECIFIC REQUIREMENTS:**

- Ability to write solicitation letters, grants and presentations;
- Track record of successfully managing confidential information;
- Ability to manage time and work load to achieve goals in a deadline driven environment;
- Ability to work independently and with teams and volunteers;
- Working knowledge in Microsoft products;
- Working knowledge of various social networking forums, e-marketing and fundraising tools;
- Working knowledge of Blackbaud's database management system (or similar CRM system).

### **HOW TO APPLY:**

Candidates should send a resume and letter of interest by **April 1, 2026** to [hr@buffalolib.org](mailto:hr@buffalolib.org) or to:

Judy Fachko, Assistant Deputy Director, Human Resources  
Buffalo & Erie County Public Library  
1 Lafayette Square  
Buffalo, NY 14203-1887

Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.

<sup>i</sup> Competitive position – Must have a reachable score on upcoming Civil Service Exam to remain in position.

Profoundly**PUBLIC.**

*The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.*