



**OUR LADY OF BLACK ROCK SCHOOL**

**Date Posted:** August 30, 2017

**Title of OPEN Position:** Advancement Director

**Type of Employment:** Part Time (approx. 10+ hrs. per week)

**Salary:** Commensurate upon experience/education

**Employer Name:** Our Lady of Black Rock School

**Employer Contact Name and Title:** Martha Eadie, Principal

**Employer Address:** 16 Peter Street, Buffalo, NY 14207

**Employer Website:** [www.OLBRSchool.org](http://www.OLBRSchool.org)

**Job Description:** Part time position: Communicates with local media, alumni, and school families for events involving OLBR; general business and understanding of notfor-profit operations. Collaborate with school, benefactors, alumni, and community partners to oversee/manage projects and activities

**Degree Requirements:** Bachelor's Degree preferred

**Qualifications/Skills:** Excellent written and verbal skills; organization and time management skills; Technical literacy a must

**Experience Required:** Business experience preferred; school environment a plus, but not required

**Other skills/requirements:** Technology; Microsoft including Excel and Word **EOE**

**How to Apply:**

**By MAIL:** Martha Eadie, Principal  
Our Lady of Black Rock  
16 Peter Street  
Buffalo, NY 14207

E-Mail: eadie@olbrschool.org Fax

Number: (716)447-9926

Please include: Résumé, [employment application](#) and (if applicable) As soon as possible