



THE BUFFALO  
HISTORY MUSEUM .....

## **Position Summary: Development Officer**

The Development Officer works closely with the Director of Development, Executive Director, Board of Managers, volunteers and staff, providing leadership for the fund development program. They serve as a thought partner to the Director of Development, supporting daily departmental operations and assisting with setting annual resource development goals as well as long term strategies.

The individual leads the planning and execution of the museum's individual donor, corporate giving and major gifts programs as established in the Museum's annual development plan. They possess the ability to see the big picture while supporting the detail-oriented, systems-based management of the resource development program.

This position requires excellent time management skills and the ability to self-prioritize work in a rapid environment. Strong interpersonal and written communication skills and superb attention to detail are essential to success.

Successful candidates are innovative, solutions-oriented, strategic thinkers with proven abilities to develop mutually beneficial relationships with individuals, families and corporate partners. They are motivated by and find joy in helping people fulfill their philanthropic goals.

## **To Apply**

Interested candidates should email a cover letter and resume as a single PDF document to Desiree Peacock [dpeacock@buffalohistory.org](mailto:dpeacock@buffalohistory.org) by Sunday May 22<sup>nd</sup> at 11:59 pm . No calls, please.

## **Primary Duties & Responsibilities:**

- Direct and maximize the value of individual donor programs, from direct mail and electronic appeals to major gifts and legacy giving
- Design and manage systems to strengthen relationships and deepen engagement with individual donors
- Utilize a moves management protocol for all donors and prospects from grassroots to major gifts
- Create and implement a corporate partnership program that encompasses corporate memberships, exhibit, program, and special event sponsorships, and corporate philanthropy
- Execute creative strategies to provide branding, visibility, and employee engagement opportunities to corporations that are mutually beneficial for them and the museum
- In conjunction with the Membership & Events Coordinator, identify and execute strategies to further engage members and special events/program attendees with the Museum, building the member-to-donor pipeline
- Collaborating with the Director of Development, leverage the potential of the Board of Managers, with particular focus on the Board Advancement Committee

- Coordinate stewardship and cultivation strategies for individual and corporate donors and ensure that staff, volunteers and board members have the necessary tools to fulfill their roles
- Establishes and creates a plan to identify, cultivate and solicit gifts from mid-level donors and members with the goal of increasing their annual level of giving to the level of a major gift.
- Oversees the process of delivering a systematic range of donor engagements by the leadership team, committee and board members via personal notes, thank you calls, one-on-one meetings, stewardship events, donor recognition, etc.
- Support investor prospecting by staying current on business news, attending community events, networking, and researching industries and corporate leaders who show potential to support the museum

### **Qualifications:**

- Passion for the museum's mission and for the stories of Western New York
- Demonstrable experience and comfort utilizing development data; ability to analyze data to define future fundraising strategies
- Demonstrated systems approach to setting and achieving goals
- Superior communications skills: written, oral and interpersonal
- Proven ability to engage and build relationships with area philanthropists and corporate leaders; Comfort working with corporate employees at all levels, including C-suite and senior-level leadership
- Demonstrated ability to prioritize tasks, manage workflow and handle multiple activities simultaneously with consistent attention to detail
- Strong networking skills and demonstrated ability to build relationships with people from all sectors of the community
- Experience building relationships that lead to consistent financial support of an organization
- Proven project management experience
- Experience with use of customer relationship or donor relationship system [Bloomerang or Raiser's Edge a plus]
- Bachelor's Degree required; Master's Degree a Plus
- Five years' successful experience in relationship-building, resource development, or other customer-focused field

### **Salary and benefits**

This full-time exempt position will offer a wage range of \$45,000 to \$50,000 annually, depending on experience. In addition, you are entitled to a generous benefits package, including health insurance and paid time off.

### **About The Buffalo History Museum**

The Buffalo History Museum has been Western New York's premier historical organization since 1862. We are the keepers of the authentic stories that make our community unique. Our collections, exhibits and programs tell the stories of the people, events and movements that demonstrate Western New York's essential place in shaping American history.