



JOB DESCRIPTION

Position:	DIRECTOR OF ADVANCEMENT
Department:	Advancement
Employment Category:	Full-Time / Exempt
Reports To:	Executive Director
Supervises:	Oversees Four Full-Time Direct Reports

Overview:

As a member of the Museum’s senior leadership team, the Director of Advancement will work closely with the Museum’s Executive Director, Board of Managers, volunteers, and key internal and external stakeholders to cultivate giving from individuals, foundations, corporations, and government sources and build awareness of and appreciation for the Museum and its mission. The Director will help forge new relationships to build the Museum’s visibility, impact, and financial resources. The Director of Advancement will expand the Museum’s individual donor base/pipeline and work closely with other team members to secure sustainable annual operating funds as well as funding for new initiatives, systematically and effectively strengthening the Museum’s overall fundraising capacity.

Ideal candidates will have high integrity, and strong diplomatic skills, particularly with emotional intelligence while interacting with diverse constituencies and significant partners. An accessible, collaborative, and empowering management approach must be demonstrated by results-oriented accountability and balance. The position oversees four full-time staff members and works closely with key members of the Museum staff to achieve the Museum’s goals. Commitment to the Museum’s DEAI statement and mission to “experience history with you,” is essential to this role.

The ideal candidate shares the Museum’s values and understands the attributes of our voice. Dynamic communication skills, and engaging with a range of audiences, including volunteers, staff, business and community leaders, and the public are key. Comfort in the use of technology and digital media in promoting an institution and reaching audiences is highly desired.

Qualifications:

- Passion for the Museum’s mission and for the stories of WNY
- Appreciation for the protocols followed by accredited museums
- Bachelor’s degree (master’s degree preferred)
- Minimum five years’ experience in nonprofit management and fund development

The above statements describe the general nature and level of work to be performed.

This is not intended to be an exhaustive list of all required responsibilities.

- Proven fundraising track-record with significant experience and demonstrated success in cultivating, soliciting, and successfully securing leadership gifts (\$25K+)
- Experience in all fund development strategies, including major gifts, direct mail, digital giving, capital campaigns, planned giving, special events, and corporate, foundation, and government support
- Strong strategic leadership skills
- Experience working closely with a Board and volunteers
- Ability to build long-term relationships and effectively relate to a wide range of constituencies, including board members, staff colleagues, volunteers, donors, and community stakeholders
- Ability to create and implement an annual development plan; experience in setting, forecasting, and achieving Advancement Team goals
- Superior organizational and time-management skills with exceptional attention to detail and the ability to handle rapidly shifting priorities
- Proven success in a complex and fast-paced environment
- Superior oral, written, digital, and interpersonal communication skills
- Professional and resourceful style; the ability to work both independently and as a team player, to take initiative; have a high level of integrity and sound judgment
- Excellent computer and fundraising database skills (Bloomerang experience a plus)

Primary Duties & Responsibilities:

Fund Development (50%)

- Manage the overall activities of the team, including major gifts, planned giving, annual fund, special events, grants and sponsorships, and marketing, PR, messaging, and branding
- Work with the Executive Director and volunteer leadership to guide a three-year, \$10M capital campaign
- Significantly expand major gifts income, grow the donor base/pipeline, manage a major gifts portfolio of approximately 100 individuals
- Strengthen corporate fundraising efforts to support exhibits and educational initiatives
- Develop and implement a robust planned giving program aimed at increasing support and cultivating deeper ties with donors
- Work with the Grants Team to identify, co-create, and manage government and foundation grant proposals
- Oversee management of membership acquisition and retention activities, support the member-to-donor pipeline volunteer program, including recruitment, training, and retention
- Research funding sources and trends to help position the Museum ahead of major funding changes and trends

Community Engagement (25%)

- Lead the creation and implementation of sophisticated community engagement / communications strategies to promote the Museum as a whole, including marketing, advertising, media relations, audience development

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- Guide the design and management of a comprehensive program to expand all Museum audiences, including donors, members, volunteers, public programming, special events, exhibitions
- Work with Executive Director, act as spokesperson for the Museum
- Oversee design and production of the Museum's publications and creative development of all collateral
- Work with Board and ED on crisis communications planning
- Ensure that all communications refine and strengthen the Museum's brand

Leadership & Management (25%)

- Create vision for museum advancement [development and community engagement] to support overall strategic direction of museum
- Manage development and community engagement functions / budgets / staffs through a systems lens
- Create complementary annual development and community engagement plans
- Oversee four full-time direct reports
- Manage the activities the Board Advancement Committee and the resource development activities of the Executive Director
- Design, implement, and continuously improve processes that support annual and long-term Advancement Team goals
- Establish measurable outcomes for all advancement activities and create dashboard to communicate progress and spot trends
- Analyze and use museum development, education, and guest experience data to achieve annual advancement goals
- Internal Committees: Team Coordination, Content Coordination, Advancement
- External Committees: Advancement; Finance; Governance; Awards

Salary and Benefits:

This full-time, exempt position will offer a wage range of \$76,000 - \$80,000 annually, depending on experience. In addition, you are entitled to a generous benefits package, including health insurance and paid time off.

How to Apply:

Please prepare a cover letter and resume in one PDF document, saved as "Last name. First name. DOA" and "DOA Application" in subject bar to Desiree Peacock at dpeacock@buffalohistory.org. Applications will be considered on a rolling basis until the position is filled. No phone calls please.

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