



JOB DESCRIPTION

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

About Us:

The Buffalo History Museum has been Western New York's premier historical organization for 162 years. 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. Our collection contains more than 500,000 objects, and we steward three historic buildings, including the National Historic Landmark Pan-Am Building.

We're excited to launch our newly redesigned Strategic Advancement Office, focused on resource development and community engagement, and we're seeking a skilled business, marketing, or development professional to lead this important effort. Halfway through our 10-year Master Plan, we're looking for a talented individual to join our senior leadership team to help drive the plan forward.

If you're inspired by the chance to be part of the most transformational era in the Museum's history in the last 30 years and to make a meaningful impact on Western New York—this region we all love—please consider applying.

Overview:

The Director of Advancement plays a crucial role in securing the resources needed to share Buffalo's stories—stories of innovation, resilience, conflict, and passion. Visitors come to the Museum to explore the impactful chapters of our region's past, gain fresh insights, and connect with their community. This position is also a key contributor to our leadership team, actively driving a once-in-a-lifetime transformation of our buildings, business model, sustainable funding sources, and audience engagement.

Qualifications:

- Passion for the Museum's mission and for the stories of WNY
- Bachelor's degree, with at least five years of experience in relationship management, fund development, and/or marketing
- Ability to instill trust—gain confidence of others through honesty, integrity, and authenticity

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.

- Talent for building long-term relationships and effectively relating to a wide range of constituencies, including board members, staff colleagues, volunteers, donors, and community stakeholders
- Exceptional organizational and time-management abilities, with meticulous attention to detail and the facility to manage shifting priorities
- Experience serving on or collaborating closely with nonprofit boards, and working effectively with board leadership and volunteers
- Outstanding oral, written, digital, presentation, and interpersonal communication skills
- A professional and resourceful style; the ability to work both independently and as a team player, to take initiative with a high level of integrity and sound judgment
- Excellent computer skills; experience with relationship management platforms desired

Primary Duties & Responsibilities:

Relationship Building

- Cultivate new relationships and nurture existing ones to strengthen the Museum's visibility and broaden its impact
- Collaborate with the Executive Director and Board of Trustees to engage members, donors, volunteers, community partners and other stakeholders

Fund Development

- Lead and manage all advancement team functions, encompassing major gifts, planned giving, direct mail and online giving, special events, grants, sponsorships, as well as marketing, public relations, messaging, and branding initiatives.
- Partner with the Executive Director and volunteer leadership to drive a three-year, \$12M capital campaign, ensuring strategic guidance and momentum.
- Significantly expand major gifts income, grow the donor base/pipeline, and actively manage a portfolio of approximately 100 key supporters.
- Strengthen corporate partnerships to support museum exhibits and educational programs, increasing sponsorships and corporate contributions.
- Guide membership acquisition and retention strategies, focusing on a strong member-to-donor pipeline for sustained growth and engagement.

Community Engagement

- Develop and execute robust community engagement and communication strategies to elevate the Museum's profile, including marketing, advertising, media relations, and audience growth initiatives.

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- Direct the design and implementation of a comprehensive program to expand the Museum’s reach across all audience segments—donors, members, volunteers—as well as through public programming, special events, and exhibitions.
- Oversee the Museum’s volunteer program, including recruitment, training, and retention

Leadership and Management

- Establish and drive a vision for Museum advancement—including development and community engagement—that aligns with and supports the Museum’s strategic direction
- Provide oversight for a team of four full-time direct reports, nurturing their professional growth and success
- Foster a culture of collaboration, innovation, and results-driven performance
- Serve on the leadership team, contributing to the execution of the Museum’s 10-year Master Plan
- Develop and implement multi-year advancement plans aligned with the Museum’s goals
- Leverage data from Museum development, education, and visitor experience databases to inform strategies and achieve annual advancement objectives.

What We Offer:

Salary

- This full-time, exempt position will offer a wage range of \$76,000 - \$80,000 annually, depending on experience.

Comprehensive Benefits

- Health insurance, retirement plan with employer contribution, and paid time off.

Commitment to DEI

- A welcoming, inclusive workplace that values diverse backgrounds, perspectives, and contributions.

Flexible Work Environment

- Occasional remote work options to support work-life balance.

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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