

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION

Chief Development Officer

*Inspiring Curiosity Through Exploration
Valuing Nature's Wisdom*

Department: External Relations
Position Title: Chief Development Officer
Primary Reporting Responsibility: President & CEO
Status: Full-time/exempt

Overview:

At the Buffalo Society of Natural Sciences, we believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary of Position:

Reporting to the President and CEO and working closely with the External Relations team, the Chief Development Officer is responsible for the strategic management, oversight and implementation of all fundraising efforts of the Buffalo Museum of Science and Tiff Nature Preserve. As part of the Society staff leadership team, the Chief Development Officer contributes to developing and implementing organization-wide strategies and protocols. This position works closely and independently with institutional leadership including members of the Board of Managers and other key volunteers, and senior staff leaders throughout the organization. The position supervises one professional employee, carries a portfolio of major donors and prospects, and oversees the development of competitive grant proposals. The position is accountable for establishing best practice back-office systems and structures to support a sustainable development effort, meeting and exceeding total revenue goals in the range of \$1 - \$2 million annually, and continuously growing and diversifying the supporter base.

Essential Functions:

Program Oversight

- Build systems and structures to grow and maintain a sophisticated and sustainable development program that aligns with and supports the Society's strategic objectives
- Manage professional staff (one) to ensure they have the skills and resources to meet and exceed his/her/their programmatic, financial, and activity goals; function as a strong team player; and receive meaningful professional development
- Oversee development and implementation of annual development plans and budgets– to include strategic communications, cultivation efforts, solicitation opportunities and stewardship and donor recognition functions – for each donor audience/segment
- Working closely with leadership and program staff across the organization, develop and execute a comprehensive overarching strategy to capitalize on federal and other competitive grant opportunities

- Manage an active portfolio of approximately 50 upper level annual donors and major donor/prospects; engage and support development volunteers and Society staff as necessary to develop and implement cultivation, solicitation, and stewardship plans for each prospect; where appropriate, act as lead solicitor
- Generate strategy, opportunities and preparatory information for the President and CEO to complete development tasks
- Working with members of the External Relations team, build strategy and lead fundraising in support of BSNS fundraising events
- Work independently with Board members, leadership volunteers and existing donors as volunteer fundraisers, to maintain existing donors and identify and engage new prospects
- Serve as primary liaison to the Development Committee of the Board of Managers; provide high quality support and expert counsel to all efforts
- Develop and implement strategies to appropriately recognize and steward development volunteers
- Working with the President and CEO and Board members, provide leadership to activity with elected officials at the city, state, county, and federal levels, including management of the annual Erie County operating grant and the five-year ZBGA state grant; where appropriate, serve as primary liaison
- Produce and/or provide leadership to Society-wide communications including the Annual Report, newsletters, reports to the Board of Managers, comments for events, among others
- Manage planning and implementation of capital campaign fundraising
- Provide leadership to continuously improve department efficiency through the coordination of high-quality centralized support functions, including but not limited to database processes, information and file management, donor research, and department training

Organizational Leadership

- Participate as a member of the leadership team. Provide leadership to development of organization-wide initiatives including strategic planning, staff engagement, program prioritization and development, and long- and short-term financial planning.
- Embrace an audience-first and donor-centered operating standard that puts our current and potential visitors, participants, members and donors at the center of all of our operational plans.
- Invest in staying informed of new developments in the field and bring leadership to Society efforts to remain at the forefront.
- Along with leadership team colleagues, share responsibility for exceeding all organizational goals.
- Contribute to the growth and management of Society staff that is committed to the Society's vision and values. Support organizational efforts to establish the Society as an employer of choice.
- Support the President and CEO in all efforts to ensure the Society's success.

Required Education/Experience and Skills

The Society's culture is one of collaboration, collegiality, and teamwork. The Director must have a desire to work in a mission-first and audience-centered culture; produce products and experiences of exceptionally high quality; and to enjoy work and colleagues. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree required; graduate degree in a related field desired.
- Minimum of 12 years of experience in development with demonstrated success both in the management of a sophisticated development program and in direct prospect development and solicitation.
- At least 6 years of experience supervising staff. Strong commitment to staff development and ability to coach, provide constructive feedback, and direct staff in support of overall organizational priorities.
- Strong leadership skills and the willingness to initiate new practices and eliminate old.
- Ability to think strategically and understand both long- and short- term planning needs and opportunities.
- Strong creative, strategic, analytical, organizational, writing, and personal communication skills.
- Ability to effectively present information and respond to questions from key leaders and the general public
- Ability to strategically prioritize and organize work of self and others.
- Highly self-motivated, results- and goal-driven team player; ability to perform under tight deadlines and meet strict financial goals.
- Lifelong learner with a natural sense of curiosity and respect for science and the scientific process.

Physical Demands

- Reading printed material and computer screens regularly throughout the day
- Manual operation of a computer key board daily
- Moving around and between the Society's sites on a daily basis
- A valid driver's license is required

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time.

The Society's culture is one of collaboration, collegiality, and teamwork. The incumbent must have a desire to work in a mission-first and audience-centered culture; produce products and experiences of exceptionally high quality; enjoy work and colleagues; and embrace the Society's core values of integrity, knowledge, diversity, and engagement.

Please send cover letter, resume, salary requirements and names of three references to careers@sciencebuff.org.

EOE