

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION

Development Associate – Institutional Giving

Inspiring Curiosity through Exploration

Valuing Nature's Wisdom

Department: External Relations

Position Title: Development Associate – Institutional Giving

Reports to: Chief Development Officer

Status: Full Time, non-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: Join a team of talented, creative, and dedicated colleagues at a mission-first organization. Bring your experience and energy to a high-impact philanthropy program, generating resources to inspire and inform lifelong learners of all ages, and impart the skills and opportunities that STEM engenders.

Working closely with the Chief Development Officer and Director of External Relations, the Development Associate – Institutional Giving is responsible for coordinating activities to engage and recognize institutional prospects and donors, and to achieve annual general operating and special project philanthropy goals. The Development Associate will carry a variety of responsibilities including oversight of donor/prospect relationships, high level operational support, project management functions, and ad hoc initiatives. This position will be required to meet yearly revenue and prospect activity goals.

Corporate Giving

- Working closely with the Chief Development Officer, the Director of External Relations, and members of the External Relations team, build the Society's institutional giving programs, with the goals of increasing number of donors, gift amounts, and donor engagement/gratification.
- Assist in generating and implementing strategic program plans for a variety of donor audiences including:
 - Corporate sponsors
 - Corporate donors
 - Foundations
 - Public sector funding entities at the local, county, state and federal levels
- Working with Chief Development Officer, produce annual plans for institutional giving initiatives; coordinate calendars, budgets, and action plans in order to meet objectives and deadlines.

- Working with the Chief Development Officer, craft letters, proposal, correspondence, reports, presentations, etc. for institutional donors and prospects, ensuring consistent quality and content.
- Fulfill sponsor benefits, including coordinating complimentary admissions passes and ensuring appropriate brand activation for sponsored events and programs.
- Lead the annual development and submission of the Society's proposal to Erie County for cultural funding; ensure timely acknowledgement, reporting and stewardship
- Working with the Director of Tifft Nature Preserve, manage the Society's funding from the NY Parks ZBGA program
- Serve as the project lead for public sector funding entities including DASNY, ESD, CFA.
- Contribute to identifying programs and properties that could attract institutional support and/or sponsorship. Maintain current and accurate inventory or opportunities for presentation to potential partners.
- Work closely with departments throughout the organization to facilitate donor engagement, solicitation, stewardship, and contract/benefits fulfillment in a manner that exceeds expectations.
- Provide high quality administrative support to President & CEO, Chief Development Officer, and development volunteers, including the Development Committee of the Board.
- Use CRM database to track all donor activity; ensure data is accurate and consistent.
- Aid in identifying new prospects from a variety of sources
- Provide excellent customer service, anticipating and exceeding the needs of donors and prospective donors, as well as all other internal and external customers.
- Work with appropriate staff and vendors that support program activities including designers, printers, mail houses, and list vendors to ensure the highest quality products and best financial results for the Society.
- Ensure consistent and timely communication throughout the External Relations department, among Society staff as appropriate, and with volunteers regarding prospect and donor contact and activity.
- Contribute to efforts to recognize and steward development volunteers.
- Maintain professional growth and development through seminars, workshops and professional affiliations as well as readings to keep abreast of fundraising trends
- Other duties as assigned or required

Required Education/Experience and Skills

The Society's culture is one of collaboration, collegiality, and teamwork. Candidates must have a sincere interest in supporting the mission of the Society, and have a desire to strive for excellence, supporting the institutional values of engagement, integrity, diversity, and knowledge.

To be successful, the Development Associate must be able to perform each essential duty satisfactorily. 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.

Education/Experience

- A Bachelor's degree required
- At least two years of experience working in a development program, including specific experience with:
 - Corporate sponsorship
 - Writing for foundations
 - Tracking development calendars and revenue
 - Public sector funding proposals
 - Project management
- Familiarity with museums helpful

Additional Skills/Requirements

- Appreciation for science, education and the natural environment.
- Strong writing skills.
- Desire to work in a fast-paced, donor centered development program, to enjoy work and colleagues, and to produce products and experiences of the highest quality.
- Outstanding interpersonal skills and the ability to motivate and excite others.
- Excellent attention to detail.
- Strong sense of accountability; demonstrated commitment to meeting deadlines, deliverables, and financial goals.
- Availability to work evenings and weekends, as necessary.
- Strong sense of professional discretion.

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.

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

EOE