

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION

Development Officer – Individual Giving

Inspiring Curiosity through Exploration

Valuing Nature's Wisdom

Department: External Relations

Position Title: Development Officer – Individual Giving

Reports to: Chief Development Officer

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:

Join a team of talented, creative and dedicated professionals 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 – Individual Giving is responsible for coordinating activities to engage and recognize individual 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.

Essential Functions:

Individuals

- Working closely with the Chief Development Officer, the Director of External Relations, and members of the External Relations team, build the Society's individual 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:
 - General donors
 - Board members
 - Volunteers
 - Staff
 - Members
 - United Way/workplace giving campaigns
 - Museum Kids

- Working with Chief Development Officer, produce annual plans for individual giving initiatives; coordinate budgets and action plans in order to meet objectives and deadlines.
- Write, edit and/or coordinate production of fundraising materials, acknowledgement letters, stewardship reports, etc. for individual donors, including annual appeal direct mail campaigns for the Museum and Tiff Nature Preserve.
- Develop/prepare materials – including letters, proposals, meeting prep, stewardship reports, etc. – to support major gift strategies.
- Provide high quality administrative support to President & CEO, Chief Development Officer, and development volunteers, including the Development Committee of the Board and the Museum Kids Committee.
- Use CRM database to track all donor activity and generate queries and reports. Work closely with Director of Database Strategy to establish and maintain proper data entry procedures across departments to ensure data integrity and consistency.
- Ensure accurate tracking and reporting of individual giving programs.
- Aid in identifying new prospects from a variety of sources
- In collaboration with the External Relations team, manage peer-to-peer giving opportunities on social media platforms to engage and cultivate the Society's next generation of donors.
- 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 three years of experience working in a sophisticated development program
- Demonstrated experience in:
 - Working with a relationship management database
 - Tracking development calendars and revenue
 - Writing for development audiences
 - Project management
 - CRM databases; familiarity with Blackbaud products a plus
- Familiarity with museums helpful

Additional Skills/Requirements

- Appreciation for science, education and the natural environment.
- Strong writing skills and ability to adapt writing for different donor audiences and delivery channels.
- 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

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