

**Position Profile For**

**Buffalo Society of Natural Sciences**

**Chief Development Officer**

Buffalo, NY





## About Buffalo Society of Natural Sciences

The Buffalo Society of Natural Sciences believes that science creates opportunities and shapes our world. They take pride in providing an environment that inspires curiosity, self-directed learning, and fun for their guests of all ages.

Founded in 1861 as a collecting institution, the Buffalo Society of Natural Sciences opened the doors to a magnificent, state-of-the-art facility, now known as the Buffalo Museum of Science (BMS), in 1929. Currently, the BMS collections number more than 750,000 items. They distinguish the BMS from other science museums and serve as focal points and learning tools in exhibits and programs.

Throughout its history, the BMS has gone through numerous evolutions to maintain its standing as a leader in informal STEM education. Today the organization welcomes more than 200,000 visitors a year – including over 30,000 school group guests – to the BMS to explore and discover in hands-on science studios, offers an array of entertaining programming; works closely with school districts throughout the region, and brings world-class traveling exhibits on a range of STEM topics to Western New York audiences.

In 1982, the Buffalo Society of Natural Sciences entered a commitment to operate the 264-acre Tifft Nature Preserve (Tifft) at Buffalo's Outer Harbor. Tifft, which is just minutes from downtown Buffalo, features five miles of hiking trails, a 75-acre freshwater cattail marsh and man-made lakes which attract wildlife throughout the year. Approximately 25,000 guests visit Tifft free of charge each year. Tifft staff offer a range of nature-based informal STEM learning programs, from birding walks to birthday parties.

For more information visit: <https://www.sciencebuff.org/> and <https://www.tifft.org>

## Opportunity Summary

This is an exciting opportunity to join a team of talented, creative, and fun senior leaders of a mission-first organization. You will leverage your talent and experience to build 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.

Reporting to the President & CEO, the Chief Development Officer (CDO) will be part of the senior executive team and will manage the design and implementation of all fundraising efforts of the Buffalo Museum of Science and Tifft Nature Preserve. The CDO will work closely and independently with institutional leadership including members of the Board of Managers and other key volunteers, and senior staff throughout the organization. Additionally, this individual will supervise a professional team, carry a portfolio of major donors and prospects, and oversee the development of competitive grant proposals. The CDO will establish 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. As part of the Society staff leadership team, the Chief Development Officer also contributes to developing and implementing organization-wide strategies and protocols.



## Primary Responsibilities

- 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 to ensure they have the skills and resources to meet and exceed his/her/their programmatic, financial, and activity goals.
- Oversee creation and implementation of annual development plans and budgets 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.
- Provide leadership to continuously improve department efficiency through the coordination of high-quality centralized support functions.





- Participate as a member of the leadership team. Along with leadership team colleagues, share responsibility for exceeding all organizational goals.
- Support the President and CEO in all efforts to ensure the Society's success.

## Qualifications

The Society's culture is one of collaboration, collegiality, and teamwork. The CDO 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. Qualifications include:

- 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 and multifaceted 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. Ability to strategically prioritize and organize work of self and others.
- Strong leadership skills and continuous improvement mindset; a demonstrated willingness to initiate new practices and eliminate old.
- Ability to think strategically and understand both long- and short- term planning needs and opportunities.
- Ability to effectively present information and respond to questions from key leaders and the general public.
- 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.

## More Information

For additional information about this opportunity, please contact:

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