

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION

Annual Giving and Membership Manager

Inspiring Curiosity through Exploration

Valuing Nature's Wisdom

Department: Development

Position Title: Annual Giving and Membership Manager

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.

The Buffalo Society of Natural Sciences (Museum of Science and Tiff Nature Preserve) is looking for a full-time **Annual Giving and Membership Manager** who will work in the Development Department and be responsible for overseeing the Society's individual giving and membership programs.

Responsibilities include:

- Building the Society's individual giving program, with the goals of increasing number of donors, gift amounts, and donor engagement/gratification.
- Managing and growing the Society's major donor giving society
- Generating and implementing strategic program plans for individual giving initiatives; coordinating budgets and action plans to meet objectives and deadlines, and ensuring accurate tracking.
- Overseeing accuracy of donor and member activity in Altru database, generating queries and reports, and analyzing and utilizing data to inform decision making and plan initiatives.
- Establishing and implementing strategies to renew and upgrade current members, while also creating robust opportunities to gain new members to the organization.
- Setting budget goals, tracking results, and forecasting annual fund and member acquisition and retention revenue.
- Creating fundraising and membership materials, such as welcome and acknowledgement letters, appeals and direct mail campaigns, major donor proposals, stewardship reports, newsletters, etc.
- Providing excellent customer service, anticipating and exceeding the needs of donors and prospective donors, as well as all other internal and external customers.
- Serve as member of the phone team, providing backup coverage as needed in answering or triaging incoming inquiries for the Society.

Must have:

- At least three (3) years of experience in a development and/or membership role
- Understanding of the process of philanthropy and the various motivations for donors to give, with a strong sense of professional discretion
- Knowledge of relationship management database (Blackbaud/Altru experience a plus)
- Outstanding interpersonal and customer service skills, with the ability to motivate and excite others.

- Strong sense of accountability; demonstrated commitment to meeting deadlines, deliverables, and financial goals.
- Understanding of the importance of data-driven results and ability to analyze data sets and make informed decisions from that analysis.
- Strong writing skills and ability to adapt writing for different audiences and delivery channels.
- Availability to work the occasional evening and/or weekend, as necessary.

The successful candidate will be paid in the range of \$50-55,000/year, and will receive excellent benefits provided including paid time off, health insurance, 401K with company match, paid holidays and more.

The Buffalo Museum of Science is a non-profit educational institution dedicated to providing relevant science programming to learners of all ages. The Buffalo Museum of Science is governed by the Buffalo Society of Natural Sciences alongside Tiff Nature Preserve in South Buffalo. Learn more at www.sciencebuff.org.

Please submit resume and cover letter to Resumes@GoldhawkHR.com

Equal Opportunity Employer

At the Buffalo Society of Natural Sciences, we believe that to achieve the greatest potential in opportunity, innovation, and discovery, as well as to reach the highest level of effectiveness and well-informed decision making, diversity of experience and viewpoints is paramount. Further, as a mission-first organization that seeks to be a welcoming and welcomed resource for all in our community, the Society strives to reflect the great diversity of those living in western New York. We encourage applications from individuals of all backgrounds and life experience. The Buffalo Society of Natural Sciences is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.