



Development Director

Job Description:

As an employee of Buffalo Niagara Heritage Village, you will be on the front lines providing historic mission related education and recreation opportunities to the public. You will be making a positive impact on the quality of life in the Buffalo Niagara community while raising needed funds to preserve a 35-acre historic village farmstead and 11 historic buildings and regional museum with 10 major exhibits and over 40,000 artifacts. We are currently seeking a Development Director to help fulfill our mission:

“To preserve and interpret the story of Buffalo Niagara for the people of today and the community of tomorrow.”

Job Purpose: The Development Director will play a key role in BNHV's fundraising and development strategy. The ideal candidate will be well organized, able to handle multiple tasks in a fast paced environment, have strong interpersonal skills, an outgoing personality, and will have experience coordinating events and fundraising campaigns. The ability to work to deadlines under pressure is essential. The Director will be responsible for, but not limited to the following:

Key Responsibilities

- Strategy development, planning, and reporting—lead BNHV’s strategic planning for fund development to meet established goals; develop and implement budgets for fund development; maintain accountability for expenditures.
- Develop and execute plans to identify, research, cultivate, solicit and recognize funding sources to include: underwriters, sponsorships, patrons, and in-kind gifts in collaboration with staff and volunteers.
- In concert with the Executive Director, oversee drafting of proposals for grants and serve as liaison to the Grant consultants.
- Advise the Executive Director and Board of Directors on fundraising strategy, planning, and implementation; coordinate fundraising campaigns; research and identify sources for funding, including individuals, corporations, foundations, governmental entities, earned revenue, and events; ensure adequate grant proposals and fundraising activities to meet and exceed annual budget requirements.
- Manage relationships to maintain, develop and reestablish synergy with current, former, and prospective supporters, vendors and community partners; build partnerships within the philanthropic community.
- Manage certain fundraising events and support the special events team.
- In coordination with the Executive Director and Development Chair, lead the Development Committee, recruiting appropriate volunteers as necessary.
- Assist the Marketing department with the museum’s social media presence, blogs and website. Support the messaging and branding strategy; coordinate marketing efforts to support the Development plan.
- Facilitate grass roots fundraising and support promotion efforts to support membership, admissions and rental growth.

- Stewardship: Promote effective working relationships with donors and volunteers to nurture their connections to BNHV. Develop campaigns for first-time donors/members and young cultural donors/members as well as existing supporters.
- Ability to work successfully on teams, to strive for optimum results, to resolve conflict, and to promote cooperation, commitment, momentum and pride.
- Collaborate with other staff and participate in budget development and general office duties.
- Other duties as assigned by the Executive Director.

Required Qualifications

- Bachelor's degree or equivalent, preferably with an emphasis on business or public administration, management and coordination, community development, and/or marketing and communication.
- Minimum of 3 years of successful fundraising and development experience.
- Leadership ability with exemplary interpersonal, verbal, listening, critical thinking and written communication skills.
- Is a salesperson and promoter; networks effectively and establishes long-term relationships within the community.
- Ability to comprehend and interpret analytical impact data for effective communication to funders.
- Demonstrated problem-solving skills; high accuracy in work and attention to detail.
- Intermediate level proficiency with MS Office software, including Word, Excel, PowerPoint, and Publisher. Fundraising software including Past Perfect a bonus.
- This position will involve local travel.

Preferred Qualifications

- Knowledge of and experience in the Western New York, state, and/or national philanthropic communities.
- Progressive accomplishments in philanthropic giving such as major gift requests, grant and proposal submission, fundraising campaign development, capitalization strategies, event planning and oversight, and related activities.

Application Requirements:

- Send a cover letter, a resume and three references to hschmidt@bnhv.org.

Specifications:

- Application deadline: Open until filled.
- Work Schedule: Full-time, hourly position which will include evening or weekend hours.
- Valid driver's license required.
- Background check will be required.
- Compensation: \$15-\$17 dollars per hour.
- Benefits package available.

Buffalo Niagara Heritage Village provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.