



## Position Posting for Donor and Corporate Relations Manager

The Buffalo History Museum has been Western New York's premier historical organization since 1862. We are the keepers of the authentic stories that make our community unique. Our collections, exhibits and programs tell the stories of the people, events and movements that demonstrate Western New York's essential place in shaping American history.

To fill a new position in our Advancement Department, we seek an individual who is committed to the mission, values and vision of the museum and who is a strong project manager, writer, relationship builder, and strategic thinker. The ideal candidate will enjoy the satisfaction of helping individuals fulfill their passions and interests and corporations achieve their financial and community engagement goals through their relationships with the museum.

Interested candidates may provide a cover letter and resume to our hiring consultant Linda Ray at [admin@lraybuffalo.com](mailto:admin@lraybuffalo.com). The posting will close on July 6, 2018.

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### Position Description

Reporting to the Director of Development, this individual is responsible for building and stewarding donor and corporate relationships to achieve specific annual goals established in the museum's Annual Development Plan. The individual plans and implements the museum's individual donor and corporate giving programs.

To be successful, this individual must be a creative, strategic thinker with the ability to develop mutually beneficial relationships with individuals, families and corporate partners, a self-starter who is solution oriented and possesses a proven ability to generate revenue and to identify new opportunities and leads for the museum.

### PRIMARY DUTIES & RESPONSIBILITIES:

- Create, implement, and manage systems to strengthen relationships and deepen engagement with individual donors and corporate partners
- Direct and maximize the value of all individual donor programs, from direct mail and electronic appeals to major gifts and legacy giving
- With the Development Director, create and implement a corporate partnership program that encompasses corporate memberships, exhibit, program, and special event sponsorships, and corporate philanthropy
- Execute creative strategies to provide branding, visibility, and employee engagement opportunities to corporations that are mutually beneficial for them and the museum

- Collaborating with the Development Director, leverage the potential of the Board of Managers, with particular focus on the Board Development Committee
- Coordinate stewardship and cultivation strategies for individual and corporate donors and ensure that staff, volunteers and board members are trained with the necessary tools to fulfill their roles
- Create a new mid-level donor program that recognizes the lifetime value of and stewards long-time individual donors
- Implement a moves management protocol for all donors and prospects from grassroots to major gifts
- Support prospecting by staying current on business news, attending community events, networking, and researching industries and corporate leaders who show potential to support the museum

### **QUALIFICATIONS:**

- Passion for the museum's mission and for the stories of WNY
- Bachelor's degree required
- Five years' successful experience in relationship-building, individual giving, or other customer-focused field
- Demonstrated systems approach to setting and achieving goals
- Superior communications skills: written, oral and interpersonal
- Proven ability to engage and build relationships with sophisticated area philanthropists and corporate leaders
- Comfort working with corporate employees at all levels, including C-suite and senior-level leadership
- Demonstrated ability to prioritize tasks, manage workflow and handle multiple activities simultaneously with consistent attention to detail
- Strong networking skills and demonstrated ability to build relationships with people from all sectors of the community
- Proven project management experience
- Experience with use of customer relationship or donor relationship system [Raiser's Edge a plus]