



## Development Associate

### 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 with a farmstead and 11 historic buildings and a large museum with 10 major exhibits and over 40,000 artifacts. We are currently seeking a Development Associate 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 Associate will play a key role in BNHV's fundraising, event planning, and marketing activities. 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 assisting and coordinating large scale events and campaigns. The ability to work to deadlines under pressure is essential. The Associate will be responsible for, but not limited to the following activities:

### Community Engagement

- Plan and execute fundraising and programmatic events and other such activities in collaboration with staff and volunteer leadership. This includes a major yearly cultural event.
- Develop and execute plans to identify, cultivate, solicit and recognize event underwriters/sponsors and other event participants.
- Recruit, train and motivate staff and volunteer support needs.
- Manage the collection and analysis of program, event, and general data and feedback on numbers of persons served, hours of service provided and other performance indicators
- Lead all community engagement opportunities including the management of the museum's Marketing Plan and other engagement strategies
- Interact with and manage the museum's established media partners, and identify new advertising partnerships
- Maintain existing and develop new partnerships, regional efforts and collaborations
- Facilitate grass roots marketing and promotion efforts to support membership, admissions and rental growth.
- Co-manage the museum's social media presence, blogs and bnhv.org

### Stewardship & Fundraising

- Research, identify, cultivate and solicit new and existing donors for monetary and/or in-kind gifts in support of BNHV's mission

- 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. Maintain and engage existing supporters
- Develop and execute various forms of fundraising activities
- Utilize the museum's Past Perfect Software for all fundraising activities
- Develop and manage three annual appeal campaigns and additional campaigns when needed

### **General Responsibilities:**

- Provide leadership and guidance to assigned event chairs and sub-committees. Work to grow committees to fulfill needs.
- Create and collaborate with other staff on special events project plans and participate in budget development.
- Work with and report to volunteer committees and sub-committees
- General office work such as mailings, filing, and related activities
- Other duties as assigned by the Executive Director

### **Qualifications**

- Bachelor's degree or combination of related education and experience. Minimum 2 years of proven experience and documented success in fundraising, events planning and/or management.
- Leadership ability with exemplary interpersonal, verbal, listening and written communication skills is a necessity.
- Is a salesperson and promoter; networks effectively and establishes long-term relationships with the community.
- Ability to work successfully on teams, to strive for optimum results, to resolve conflict, and to promote cooperation, commitment, momentum and pride.
- Intermediate level proficiency with MS Office software, including Word, Excel, PowerPoint, and Publisher. Fundraising software including Past Perfect and In Design knowledge is a bonus.
- This position will involve local travel.

### **Application Requirements:**

- Send a cover letter, a resume, salary requirements, and three references to [hschmidt@bnhv.org](mailto:hschmidt@bnhv.org).

### **Specifications:**

- Application deadline: Open until filled
- Work Schedule: Full-time, hourly position which will include some evening or weekend hours
- Valid driver's license required
- Background check will be required
- Compensation: Rate will be determined by experience and qualifications.
- 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.*