



Development Directors (2) Job Description

Reports To: Executive Directors at each organization

Employment Status: Full-time

Supervises: No one

FLSA Status: Exempt

Summary:

The Development Director positions are responsible for Buffalo Audubon Society and Buffalo Niagara Riverkeeper's fundraising efforts as regional environmental management, public advocacy and environmental advocacy issues. The Development Directors will provide administrative and strategic oversight for Buffalo Audubon Society and Buffalo Niagara Riverkeeper's fundraising programs. The job includes fund development, information management, financial administration and fiscal reporting while implementing fundraising activities for our regular programs. The Development Director reports directly to and works closely with the Executive Director at each organization.

Primary Responsibilities:

Development Program: Plans, directs and implements a comprehensive development program that generates individual donors, foundation, philanthropic and corporate support

1. Directs a fund development program that includes the annual fund plan, foundation and corporate gifts, special events and planned giving
2. Oversees and implements strategies that will grow annual revenue, writes proposals and secures funding from corporate and foundation donors
3. Leads strategies and research to identify, prioritize, cultivate, solicit, recognize and steward all donors and prospects
4. In coordination with Executive Directors, builds and sustains relationships with current, new and potential grant-giving organizations and individuals
5. Maintains an accurate grants calendar and transmits this information monthly to the Executive Director
6. Manages individual donor campaigns, including membership renewals and special appeals
7. Works to secure progressive and/or socially responsible business partners for projects
8. In coordination with Executive and Administrative Directors, manages a portfolio of donors and prospects
9. Manages organizational membership database – creates profiles and tracks donors and prospects; and, in coordination with staff, issues email announcements as necessary
10. Develops, markets and implements a planned giving program to ensure Buffalo Audubon Society and Buffalo Niagara Riverkeeper's long-term financial health
11. Assists Executive Directors and board of advisors in managing portfolios of major donors and prospects
12. Collaborates with staff and consultants to ensure that publications and website include donor-focused content
13. Assists Executive Directors in working with board to enhance development efforts

Management: Performs general management responsibilities, including annual development plans, budgets, reports, and evaluation and oversight of gift tracking systems

1. Prepares annual development plan to corresponding budget outlining revenue and expenses; monitors progress against goals and produces monthly reports
2. Works as an effective and proactive team player

Education and Experience:

- Bachelor's degree required, Advanced degree preferred
- Minimum three years experience in charitable fund development
- Demonstrated success in securing major and annual gifts from foundations and corporations
- Demonstrated success in meeting annual fund goals, development management, grantwriting, sponsorships and special events
- Demonstrated success in working as a member of a team and developing effective working relationships with staff, volunteers and donors
- Excellent written/oral communication skills
- Demonstrated track record with respect to detail orientation and accuracy
- Computer literacy and competency with electronic donor tracking systems
- Commitment to Buffalo Audubon Society and Buffalo Niagara Riverkeeper's missions
- Knowledge of Erie and Niagara County and national philanthropic communities
- Demonstrated success in successfully soliciting and securing major gifts from individuals

Knowledge, Skills and Abilities:

- Strong knowledge of principles, ethics and practices of successful fundraising
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines; ability to plan, prioritize, coordinate, and manage own work; ability to work unsupervised and make decisions and solve problems independently, effectively and creatively
- Ability to work well under pressure
- Excellent verbal communication, interpersonal and relationship-building skills to effectively work with a variety of people and personalities; ability to communicate clearly in person and in writing
- Ability to manage and share pertinent information with staff and board
- Proven ability to work effectively with board members, colleagues, donors and volunteers
- Ability to present, inform and motivate individuals and groups about Buffalo Audubon Society and Buffalo Niagara Riverkeeper's missions and philanthropy
- Goal-oriented, persistent and persuasive in the contact, follow-through and completion of acquiring donor gifts
- Thorough, organized and detail-oriented approach to work
- Understands the confidential nature of fundraising efforts and donor information, and maintains confidences

Physical Requirements: Requires sitting at a computer for up to 8 hrs/day. Ability to lift 30 pounds.

Salary: Competitive and dependent upon the qualifications of the applicant. Excellent benefits package.

To Apply: Send resume, cover letter and salary requirements to:

Buffalo Niagara Riverkeeper
c/o Kate Scott
1250 Niagara Street
Buffalo, NY 14213
kscott@bnriverkeeper.org

Deadline: None, Position Open Until Filled.