

**Position Title:** Director of Development

**Organization:** Buffalo Museum of Science and Tiff Nature Preserve

**AFP-WNY Post Date:** 3/28/2018

**Summary of Position:** Reporting to the President and CEO, the Director of Development is responsible for the strategic management, oversight, and implementation of all fundraising efforts of the Buffalo Museum of Science and Tiff Nature Preserve. This position works closely and independently with institutional leadership including members of the Board of Managers and other key volunteers, and senior staff leaders throughout the organization. As part of the Society staff leadership team, the Director will contribute to developing and implementing organization-wide strategies and protocols. The position supervises three professional employees, will carry a portfolio of approximately 50 donors and prospects and will take the lead in developing competitive grant proposals. The position is accountable for meeting and exceeding total revenue goals in the range of \$1 - \$2 million annually, and continuously growing and diversifying the supporter base.

#### **Required Education/Experience and Skills**

- A Bachelor's degree from an accredited college/university and at least seven years related experience in development
- Experience working in a well-developed development program, with an understanding of how the function operates at a high level
- Experience supervising professional staff
- Experience in grant-writing, both for private foundations and competitive federal grants
- Sincere interest in stewarding donor relationships and investments, and a desire to work in a donor-centered development culture and produce products of exceptionally high quality.

Please send cover letter, resume, salary requirements and names of three references to [careers@sciencebuff.org](mailto:careers@sciencebuff.org).