

Director of Development

The Director of Development is a key part of Buffalo Niagara Heritage Village's (BNHV) senior management team. This role is responsible for strategy development, organization, execution, and coordination of all elements of BNHV's capital campaign and major development efforts. They are the head of the Development Team and work closely with the Executive Director, Board of Trustees, and Campaign Committee. As the organization grows, they will lead and manage the Development Team.

Organization, professionalism, and discretion are key.

This position is full-time, non-exempt, and reports to the Executive Director.

Key Duties

The duties of the Director of Development include but are not limited to:

- Strategic Planning
 - Work with the Executive Director, Board of Trustees, and Campaign Committee to develop strategy and plan for Capital Campaign and other major fundraising efforts
 - Develop and manage campaign prospect lists, research, and tracking
 - Develop, promote, and maintain list of naming opportunities
 - Develop, execute, and manage cultivation, solicitation, and acknowledgment plans
 - Develop and maintain fundraising collateral and materials
- Development
 - Work with Executive Director, Trustees, and Campaign Committee to cultivate prospects and schedule meetings with prospective donors
 - Work with Trustees, Campaign Committee members, and staff to develop strategies for and comfort with fundraising participation
 - Plan and execute fundraising, cultivation, and donor recognition events
- Administrative
 - Serve as Campaign Coordinator and work closely with Campaign Council to develop, execute, and track all aspects of the Capital Campaign, including but not limited to campaign budget, case for support, collateral and marketing materials, research, and donor engagement and solicitation
 - Manage Campaign Committee, including scheduling meetings, preparing and distributing meeting materials, and directing committee activities
 - Prepare and deliver regular reports to the Development Committee and Board of Trustees

- Collaborate with Development Coordinator and Director of Communications to plan, develop, and execute opportunities for community partnerships, appearances, and other opportunities to increase community awareness, brand recognition, and strategic partnerships
- Drive increased attendance, membership, and community engagement through marketing and community partnerships
- Other duties as assigned.

Qualifications:

- Bachelor's degree
- 5 years of experience in nonprofit fundraising with proven track record for major giving
 - Previous capital campaign experience is considered a significant advantage

Expectations:

The ideal candidate will be self-directed, organized, and able to proactively manage multiple projects and tasks. They will have excellent writing and communication skills, and are able to work independently and proactively.

- Strong strategic and analytical ability
- Flexibility with work duties, assignments, and changing organizational priorities
- Excellent written and verbal communication and presentation skills, including use of proper English grammar, punctuation, proofreading, and professional tone.
- Strong organizational, time, and office management skills.
- Ability to self-manage and multi-task, organize, and prioritize multiple tasks and streams of work without direction or supervision.
- Ability to maintain discretion, confidentiality, and diplomacy.
- Comfortable interacting via email, phone, and in-person.

Schedule, Salary, and Benefits

- Full-Time, on-site role. Flexible schedule with hybrid possibility. M-F.
 - Additional hours for special events, programs, meetings, BNHV Community Events, and facility rentals are occasionally required.
 - Occasional travel may be required
- Salary: \$70,000- \$80,000 commensurate with experience
- Benefits: Generous sick and vacation package, multiple company holidays throughout the year plus vacation between Christmas Eve and New Year's Day. Health and dental.

Overview of Capital Campaign

Buffalo Niagara Heritage Village (BNHV) seeks to raise \$12+million to support our relocation to Amherst Central Park.

BNHV is thrilled to be a part of the new Amherst Central Park project. Through our long-standing partnership with the Town of Amherst, BNHV will relocate our ten-building historic

village and demonstration-scale farmstead from our current campus at 3755 Tonawanda Creek Road to a new location in the heart of Amherst Central Park. As part of this relocation, we will move into a newly-constructed museum and exhibit center which will house brand-new, state-of-the-art exhibits to reflect our mission to preserve and interpret the history of agriculture in the Buffalo Niagara region. This incredible opportunity will make our historic village, exhibits, and programs more accessible to our community than ever before, while also providing the transformational growth necessary to establish the new BNHV as a sustainable regional tourism attraction and premiere cultural institution focusing on the preservation of New York's agricultural history.

To Apply:

Please submit a cover letter or writing sample and resume to [*cstiver@bnhv.org*](mailto:cstiver@bnhv.org). No phone calls.

SUBMISSIONS WITHOUT A COVER LETTER OR WRITING SAMPLE WILL NOT BE CONSIDERED.