



Position Title: Prospect Research & Development Operations Manager
Reports to: Associate Executive Director & Vice President, Development
Department: Development
Supervises (#): 0
Status: Full-time (non-exempt)
Salary: \$40,000-\$45,000

Overview

The Prospect Research & Development Operations Manager is responsible for prospect identification, research, and reporting, as well as timely data analysis and hygiene to support key fundraising initiatives. This position conducts comprehensive and proactive prospect research with the goal of identifying new major giving and foundation prospects. This position is responsible for all development data entry, prepares bank deposits, and reconciles gifts on a daily basis with the Buffalo Philharmonic (BPO) Finance Department. They will be responsible for philanthropic tracking activity and producing monthly financial reports for the department, ensuring accuracy and integrity of the BPO's donor database, Leap Patron Management.

Key Duties and Responsibilities

Development & Prospect Research

- Provide brief research profiles on donors making new gifts to the BPO and share with appropriate development staff.
- Prepare prospect research profiles for potential and identified major and mid-level gift prospects as well as Foundations and grant opportunities.
- Regularly review internal BPO and Kleinhans Music Hall (KMH) attendee lists and external lists of peer organizations for potential mid-level and major giving prospects.
- Continuously conduct pipeline analysis to discover trends, insights, and gaps among prospect pools and donor segments.
- Benchmark with peer and aspirational institutions to recommend improvements to shape future work and achieve a best-in-class Development program.
- Create and maintain policy, procedure, and training documentation.

Gift & Data Management

- Enter all gifts and pledges into Leap Patron Management, prepare bank deposits, and reconcile all gifts with the BPO Finance Department.
- Prepare monthly reconciliation reports as well as gift and special funds reports for the Associate Executive Director and the BPO Finance Department for the BPO and KMH.

- Track and facilitate bequests and planned gifts for annual reconciliation with the BPO Finance Department.
- Meet regularly with the finance team to work in partnership on coding in the system, reporting, adjustments, best practices, and provide documentation for the annual audit.
- Track annual fund progress and work with the Associate Executive Director & Vice President, Development to provide regular reports to staff and board leaders.
- Pull and prepare reports and contact lists for all development-related activities including event invitations, telefundraising program, and organizational reporting to League of American Orchestras and other organizations.
- Work closely with the Director of Patron Services to guarantee database best practices as an organization.

Other Development Work

- Prepare and track invoices for the department.
- Regularly attend BPO concerts and events.
- Participate in professional development activities including representing the BPO as a member of the Association of Professional Researchers for Advancement (APRA).
- Contribute to ad hoc projects and complete requests as needed.

Qualifications

- Professional experience in databases, development, non-profit management or related field; experience with annual fund programs strongly preferred.
- Excellent written and verbal communication skills, as well as organizational skills and the ability to manage multiple tasks simultaneously.
- Exceptional interpersonal skills and the ability to work collaboratively with all levels of staff, volunteers, donors and prospective donors.
- Proficiency with Word, Excel, and Patron Manager/Salesforce
- Appreciation and understanding of the Buffalo Philharmonic Orchestra's mission and vision, and the ability to effectively communicate the priorities of the campaign. Knowledge of classical music a plus.
- Ability to work nights and weekends.
- Attention to detail, ability to meet deadlines, and discretion in handling confidential information.

Apply

To apply, please submit a cover letter and resume to Jennifer Barbee, Associate Executive Director & Vice President, Development, at jbarbee@bpo.org by 4/15/2024.

Equal Employment Opportunity Policy:

The Buffalo Philharmonic Orchestra Society provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, furlough, transfer, leaves of absence, compensation, and training.