



## **Buffalo Niagara Heritage Village Development Coordinator**

The Development Coordinator is an important part of Buffalo Niagara Heritage Village's (BNHV) daily operations. This person maintains and organizes documentation and administrative tasks related to the Development Department, including the donor database DonorPerfect, GiveCloud, Google and Microsoft Office. This person works with the Director of Development to identify and pursue funding opportunities for the museum, including annual fund donations, grant research, sponsorships, in-kind gifts, tributes and dedications and major gifts. This person will work closely with the Director of Development, Executive Director, staff, volunteers, Development Committee and the Amherst Interclub Council.

Organization, professionalism, and discretion are key.

This position is part-time, non-exempt. The Development Coordinator reports to the Director of Development.

### **Key Duties**

- In collaboration with the Director of Development, identify and pursue fundraising opportunities for Buffalo Niagara Heritage Village, including but not limited to:
  - Annual Fund
  - Special Event Planning
  - Membership
  - Grant Research
  - Corporate and Organizational Partnerships
  - Private Donations
  - Tribute and Dedications Opportunities
- Manage donor relations and membership records including but not limited to:
  - Maintain donor database (DonorPerfect, GiveCloud)
  - Track contact opportunities and ensuring proper follow-up
  - Ensure proper recognition and expression of gratitude
  - Provide reports and queries as needed



- o Keep the Director of Development up to date on donor circumstances and relations
- Special Events:
  - o Plan and execute fundraising special events such as the Annual Fundraiser and the Annual Awards Luncheon
  - o Provide support for the museum's special events including but not limited to; Maple Festival, Member Tours, Halloween Trick-or-Treat, News & Brews Trivia, etc.
  - o Volunteer Coordination-*Development events only*
- Other duties as assigned

### **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, are friendly and collaborative and are comfortable meeting and interacting with new people for the first time.

- Excellent written and verbal communication 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, video conferencing and in-person.

### **Schedule, Salary, and Benefits:**

- This role is part-time, 20-25 hours per week
- On-site role with flexible schedule, occasional evenings and weekends
- \$18-\$21/ hour, non-exempt, based on experience
- Benefits: Flexible schedule; part-time staff receive vacation and sick time commensurate with their part-time schedule

To apply, submit a current resume and cover letter to [bzandi@bnhv.org](mailto:bzandi@bnhv.org). Applications without a cover letter will not be considered. No phone calls please.