



# JOB POSTING

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**Position Title:** Development Manager – Institutional Giving

**Reports To:** Chief Development Officer

**Status:** Full-time

**Department/Division:** Development

## Overview:

The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tifft Nature Preserve, is a highly valued and historic organization in the Buffalo community dedicated to inspiring joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff. We believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages.

## Summary of Position:

Working closely with the Chief Development Officer and CEO, the Development Manager – Institutional Giving is responsible for overseeing the Society's corporate, foundation, and government funding initiatives and programs. This position is responsible for preparing grant proposals and managing grant administration as well as soliciting and securing corporate sponsorships and foundation support. The Development Manager – Institutional Giving handles all aspects of institutional support, including prospecting, cultivation, solicitation, and stewardship.

## Essential Responsibilities:

- Identify, cultivate, solicit and steward corporate and foundation prospects in support of operating and capital needs; work across departments to identify funding opportunities and priorities
- Generate and implement strategic program plans for institutional giving initiatives; coordinating budgets and action plans to meet objectives and deadlines, and ensuring accurate tracking
- Serve as the project lead for public sector funding, including annual funding from Erie County and NYS Parks ZBGA program, as well as special and capital project funding
- Work closely with departments throughout the organization to facilitate donor engagement, solicitation, stewardship, and contract/benefits fulfillment, and ensure appropriate brand recognition for sponsored events and programs
- Ensure accurate tracking and reporting of institutional giving activity
- Set budget goals, track results, and forecast corporate and foundation revenue
- Create fundraising materials, such as sponsorship packets, stewardship reports, and other communications as needed
- Aid in identifying new prospects from a variety of sources
- Provide excellent customer service, anticipating and exceeding the needs of donors and prospective donors, as well as all other internal and external customers

- Assist with other development tasks as needed, such as meeting prep and event support
- Additional duties as assigned

**Education, Experience, Skills, and Qualities Required:**

- 3-5 years of experience in development, specifically corporate and foundation relations and/or grant writing and management; not-for-profit experience and bachelor's degree in related field preferred
- Proficiency in Microsoft Office. Proficiency in CRM databases preferred; familiarity with Blackbaud products, specifically Altru, a plus
- Excellent attention to detail and strong interpersonal, oral, and written communication skills
- Must have excellent customer service skills and demonstrate impeccable professionalism and discretion
- Desire to work in a fast-paced setting and produce experiences and products of the highest quality, as well as to sincerely enjoy work and colleagues

**Physical Demands:**

- Sitting for long periods of time at a work desk/computer on a daily basis
- Position will require periodic evening and weekend work

**To Apply:**

Salary range is \$52,000 - \$60,000, depending on level of experience, along with a competitive benefits package. Interested candidates should send cover letter and resume to [Resumes@GoldhawkHR.com](mailto:Resumes@GoldhawkHR.com).

**Equal Opportunity Employer:**

The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.