



Job Title: Development Coordinator
Reports To: Grants Manager
Department: Development
Status: Exempt/Full time
Salary Range: \$40,000-45,000

About the Position

Development Coordinator is responsible for executing the museum's fundraising strategies to achieve success with individual, corporate, and event donors. To achieve success across these categories, the development coordinator will research and develop targets, and organize efforts and develop plans for donor outreach and communication to each prospect on behalf of the museum. Support onsite event fundraising through generating sponsors and coordinating community chairs and honorees as necessary to support the overall event fundraising goal.

As the Development Coordinator you will

- Research and identify prospective new donors and proactively initiate sponsorship and funding with government, corporate, foundations and individuals
- Develop budgets for events and accounts that reflect anticipated fundraising outcomes
- Assist in writing grant proposals and developing event opportunities
- Assist in the development of fundraising goals and work to achieve and surpass these goals
- Coordinate and manage all aspects of fundraising events and activities planning to execution
- Work with the development team to manage project workflow and oversee day to day milestones for projects
- Supervise all electronic and mailed appeals and communications, corporate sponsorship proposals, planned giving and other fundraising initiatives
- Manage the donor and membership database

What You Bring

- Bachelor's degree and experience in fundraising and development
- Deep appreciation and understanding of the BSNM mission and the ability to articulate its value and vision internally and externally
- Proven leadership and management capabilities and experience in creating and implementing fundraising plans and cultivating donor relationships
- Proven track record of achieving a philanthropic giving
- Strong knowledge and experience in basic fundraising techniques and strategies



- Knowledge and familiarity with research techniques and prospect identification
- Proactive and positive, creative problem solver, flexible, team-oriented, with an eye for detail
- Excellent oral, written, analytical and interpersonal communication skills
- Ability to manage, evaluate and motivate staff and volunteers
- Marketing and Communication capabilities necessary to support both digital and mailed appeals
- Ability to prioritize and manage several milestones and projects efficiently
- Experience planning large-scale events and fundraisers
- Experience working with a diverse team and promoting a positive brand image

Necessary Skills and Competencies

- Strong written, verbal communication
- Creative problem solving skills
- Detail oriented
- Committed to accuracy and consistency
- Strong interpersonal skills
- Proficiency in planning and organization.
- Organized and proactive
- Team oriented
- Ability to work independently

Benefits include

- Health, vision, and dental matched at 50%
- Competitive vacation and PTO

Application deadline

Open until filled. To apply, please submit your resume and cover letter admin@buffalosoldiermuseum.com. No phone calls please.