

Job Description: Gifts Officer

Date:	Summer 2021
Title:	Gifts Officer
Department:	Development
Position Reports To:	Director of Development
Status:	Exempt / Full-time

Summary: The Gifts Officer is responsible for securing gifts from individuals in support of BBCW priorities while maintaining the highest fundraising ethics. This person will perform the various tasks necessary to effectively use the Moves Management fundraising system of Identify, Qualify, Cultivate, Solicit, and Steward donors and prospective donors for “Middle Gifts,” ranging from \$2,500–\$15,000.

Job Duties:

- Work with Development colleagues in Membership, Annual Giving, and Research to identify prospects with the potential to make gifts from \$2,500–\$15,000.
- Contact identified prospects to qualify regarding gift capacity and potential BBCW interests.
- Cultivate relationships with qualified prospects through personal tours, phone calls, emails, visits, special events, and other means, leading to a solicitation of a specific amount and purpose.
- Maintain up-to-date records of interactions with prospects in Raiser’s Edge (RE), with each action concluded by a planned follow-up action.
- Maintain ongoing appropriate stewardship of donors who have made gifts and/or pledges, with an eye toward the next solicitation.
- A portfolio of 100–150 donors and prospective donors will be developed, with constant churn expected as prospects are re-evaluated in conjunction with Major Gift (MG) colleagues and Director of Development with the outcome of moving to Major Gifts, being removed from management, or remaining in the Middle Giving portfolio.
- Meet or exceed donor interaction and solicitation expectations.
- Participate in development department meetings to share personal activities, assist colleagues with ideas and strategies, and contribute thoughts on events and other development projects.
- Attend Center events as directed, acting as a host to guests.
- Work closely with Database Manager to develop method of vetting and stewarding new and existing donors with the capacity to give at greater levels.
- Maintain the highest standards of fundraising ethics, consulting with supervisor in the event of any ethical questions.

Competencies:

- Professional appearance, and oral and written communications skills.
- Must be able to learn the mission and values of the BBCW and attain a general knowledge of the museum collections.

- Understand and enthusiastically articulate the need for general support and funding for specific projects and exhibitions.
- Ability to manage time and multiple projects effectively, with minimal supervision.
- Maturity to work successfully and effectively with peers, curators, upper management, Center trustees and advisors, and prospects and donors of various ages, backgrounds, wealth, political leanings, and interests.

Supervisory Responsibilities:

- None

Required Education and Experience:

- Bachelor’s degree
- Experience interfacing with the public in work situations.
- Four years work experience, either full-time or part-time while attending school.
- Customer service and sales experience a plus.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting				x
Standing		x		
Walking		x		
Bending Over		x		
Crawling	x			
Reaching		x		
Crouching		x		
Kneeling		x		
Balancing		x		
Pushing/Pulling		x		
Lifting/Carrying				
10 lbs or less		x		
11 lbs to 25 lbs		x		
26 lbs to 50 lbs	x			
51 lbs to 70 lbs	x			
Manual Dexterity			x	
Fine Motor Skills			x	
Gross Motor Skills		x		
Eye/Hand Coord.		x		
Near Vision				x

Far Vision	x	
Color Recognition	X	
Hearing		x

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside		x	
Working Inside	x		
Working Alone	x		
Working Closely with Others	x		
Excessive Cold/Heat		x	
Excessive Humidity/Dampness		x	
Noise/Vibrations		x	
Working with Chemicals/Detergents/Cleaners		x	
Working Around Fumes/Smoke/Gas		x	
Walking on Uneven Surfaces		x	
Motorized Equipment or Vehicles	x		
Working with Machinery/Motorized Equipment		x	
Climbing on Scaffolds or Ladders		x	