

## **Job Description: Chief Donor Advisor**

**Date:** Spring 2024  
**Title:** Chief Donor Advisor  
**Department:** Development  
**Position Reports To:** Deputy Director of Development  
**Status:** Exempt / Full-time

**Summary:** As a member of the Development team, the Chief Donor Advisor identifies, qualifies, cultivates, solicits, and stewards major gifts for the benefit of the Center.

### **Job Duties:**

- Secures major gifts at the \$10,000+ level.
- Manages a portfolio of at least 100 donors and prospects and is actively involved with the identification and qualification of new potential major gift donors in order to continue to build portfolio.
- Effectively uses Moves Management process to secure gifts and steward donors.
- Travels frequently to meet with donors and prospects. Plans trips to be cost effective e.g. in terms of number of visits made vs. cost of travel.
- Maintains clear and timely records of all prospect / donor contacts using the Center's database software and following Center protocol.
- Ensures proper and appropriate acknowledgment of donors.
- Researches prospects using Center online subscription services and other methods to evaluate their giving potential.
- Works with the development department staff and other staff to coordinate fundraising activities.
- Maintains donor confidentiality and follows ethical standards as established by the Association of Fundraising Professionals, and the Center's Employee Code of Conduct.
- Performs other development activities as assigned or required.

### **Competencies:**

- Ability to understand, embrace, and clearly communicate the Center's mission.
- Understanding of and comfort in performing all phases of Moves Management.
- Ability to quickly build trusting relationships with donors, prospects, and colleagues.
- Must be willing and able to travel between 40 percent and 50 percent of the time, depending on season and donor locations.
- Must be self-directed and motivated.

### **Supervisory Responsibilities:**

- None.

### **Required Education and Experience:**

- Five years as a Chief Donor Officer / Major Gifts Officer preferred, with a minimum of three years with one institution.
- Bachelor's degree.

**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.

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## Position Analysis/Specifications

	<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	

## Environmental Factors

	<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 (Step Stool)		x	