

Job Description: Donor Relations Specialist

Date: Spring 2024
Title: Donor Relations Specialist
Department: Development
Position Reports To: Deputy Director of Development
Status: Non-Exempt / Full-time

Summary: The Donor Relations Specialist provides a high level of professional fundraising, grants administration, and general non-profit management services to the Buffalo Bill Center of the West, primarily through the coordination of support of special events and grant awards. This position also supports the remainder of the Development staff as needed.

Job Duties:

General Duties:

- Schedule relationship management meetings.
- Manage department expenses, e.g., credit card data entry and monthly reconciliation, managing purchase orders, and travel expense reports.
- Enter and maintain accurate records in the Raiser's Edge database for special events, grants, and other departmental needs.

Grants Duties:

- Support the Deputy Director of Development in managing tasks pertaining to grant opportunity research, grant proposal development, grant administration, and grant performance reports.
- Able to read, comprehend, and follow through on grant applications, administrative tasks, and reporting requirements as assigned.
- Enter and maintain grant application and reporting documents in the Raiser's Edge database.
- Help coordinate promotional materials detailing grant successes.

Special Event Duties:

- Support the Donor Advisor & Special Events Coordinator in the coordination and execution of fundraising events aimed at engaging current donors, potential donors, and the local community.
- Aid in the development and implementation of event plans, timelines, and budgets.
- Coordinate volunteer staff and oversee their activities during events.
- Provide administrative support such as scheduling meetings, preparing documents, and managing correspondence related to fundraising events.
- Collaborate with event vendors and suppliers.
- Coordinate logistics such as venue selection, catering, décor, and entertainment.
- Maintain guest lists, RSVPs, and event registrations.
- Provide on-site support during events as needed.
- Partake in post-event activities including follow-up communications and donor stewardship.
- Perform additional administrative tasks and duties, incidental or implied, consistent with the employee's background or training, or which may be reasonably delegated as being in the best interests of the Buffalo Bill Memorial Association.
- Successfully carry out the functions outlined above in an efficient, accurate, and timely manner.

Competencies:

- Proficiency in Microsoft Office Suite and Office 365 are required.
- Development-related experience is preferred.
- Self-motivated and comfortable in a team-oriented atmosphere while maintaining ability to work independently on assignments.
- Administrative work, grant management, or other nonprofit experience is a plus.
- Comfort with data entry and database navigation.
- Must have professional customer service, and donor-oriented demeanor for regular interactions with donors and members of the public.
- Able to manage multiple concurrent deadlines.

Supervisory Responsibilities:

- None.

Required Education and Experience:

- A bachelor's degree is required.

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	