

Job Description

Date:	Spring 2025
Title	Leadership Gifts Officer
Department:	Development
Position Reports To:	Director of Philanthropy
Status:	Exempt/Full-Time

Summary:

As a member of the Development team, the Leadership Gifts Officer identifies, qualifies, cultivates, solicits, and stewards donors capable of making leadership level gifts (\$10,000+) in support of Center priorities. Secures funds for the organization by managing a group of assigned donors and building lifelong relationships between these supporters and the Center.

Job Duties:

- Secures leadership gifts at the \$10,000+ level, with the goal of raising a minimum of \$250,000 during the first twelve (12) months in this position. This goal will be evaluated annually based on portfolio composition and donor engagement strategies.
- Qualifies and manages a portfolio of 125-150 leadership gift donors and prospects.
- Creates and implements written individual engagement strategies for each donor and prospect in the assigned portfolio, using information such as giving history, involvement, and knowledge of donors' interests and philanthropic potential.
- Travels frequently and consistently to meet with donors, using each trip to connect with as many donors as possible to discover, cultivate, solicit, and steward interests in the Center.
- Solicits donations in-person and with written proposals outlining the impact of support.
- Regularly communicates with prospects in the assigned portfolio and maintains clear records of all communications.
- Ensures appropriate acknowledgment and meaningful stewardship of donors.
- Tracks and reports progress using specific metrics, including monthly personal visits, proposal activity, and stewardship actions.
- Accurately tracks and documents the cultivation of relationships with donors and prospects within the Center's CRM software, Raiser's Edge, following established Center protocol.
- Works with Development department and Center staff to coordinate donor engagement and fundraising activities.
- Provides regular reports to department management summarizing activity and performance.
- Performs other donor activities as assigned or required.

Competencies:

- Ability to understand, embrace, and clearly communicate the Center's mission.
- Ability to quickly establish rapport and build trusting relationships with donors, prospects, and colleagues.
- Ability to simultaneously and effectively steward new, established, and changing donor relationships with the Center.
- Must be willing and able to travel between 40% and 60% of the time, depending on the season and donor location, to meet the annual fundraising goal.

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Supervisory Responsibilities:

- None

Required Education and Experience:

- Development office experience preferred
- Three years' experience in fundraising or related profession preferred
- Bachelor's degree or equivalent combination of experience and education required
- Experience with Raisers Edge or other similar fundraising software program preferred

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:

- The 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 10lbs or less		X		
11lbs to 25lbs		X		
26lbs to 50lbs	X			
51lbs to 70lbs	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 Equip.		X	
Climbing on Scaffolds or ladders		X	

SIGNATURE PAGE

Signatures

I acknowledge that I have read and understand the job description for the position for which I am applying, and I am able to perform the responsibilities of this position. I have read and understand the Position Analysis for this position, and I can meet the physical and environmental expectations for this position.

If offered this position, I am willing and able to perform the position with or without reasonable accommodations. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Date: _____

Employee Signature: _____