



Advancement Coordinator
North American Bison Discovery Center

The North American Bison Discovery Center, Jamestown ND, is seeking an Advancement Coordinator to oversee revenue-generating activities and donor-facing functions. The salary range for this position is 50K-60K, plus benefits. This position has the possibility of being partially remote, depending on the candidate's experience and location.

The role, which is new to the NABDC, will report to the Executive Director. The job is the result of a master plan created in 2023, and currently being implemented as the National Buffalo Museum transitions to becoming the North American Bison Discovery Center.

The scope of the position includes fundraising, donor cultivation and relations, grant application and management, marketing, and outreach. The successful candidate will have opportunities to develop strategies and create revenue-generating activities in this museum, which has historically received most of its funding through the State of North Dakota's charitable gaming program.

Duties may include, but are not limited to, the following:

- Assist in the administration and operation of the NABDC; assist in planning, organizing, and supervising Museum revenue generation, marketing and outreach functions.
- Supervise, train, and evaluate subordinates; provide technical assistance as required.
- Participate in the coordination, preparation, and administration of assigned budget(s); manage projects within established budgets.
- Secure sponsorships and other funding for exhibitions, educational programs, and special events.
- Facilitate strong, positive relationships between the NABDC and current and potential donors; engage with visitors, donors, potential donors, and members to increase support base.
- Develop and implement new fundraising efforts, including online, digital, and social media efforts.

- Research grant and other funding opportunities; direct and complete grant and other funding applications; administer grants.
- Participate in long-term planning and identify multi-year funding opportunities and advise the Executive Director of current and future funding opportunities.
- Develop and implement donor relations and donor recognition programs, policies and procedures; direct the management of the donor database and related programs.
- Direct and participate in identifying potential fundraising events; oversee and direct staff and contractors who plan and execute fundraising events.
- Oversee NABDC marketing and communications; has responsibility for ensuring consistent and positive branding and messaging; directs and participates in marketing campaigns that will have a broad community reach and appeal; directs and monitors the effectiveness of marketing campaigns, onsite and offsite visitation.
- Provide fundraising and membership training to front line staff.
- Work collaboratively with other NABDC managers in developing goals and objectives, as well as department policies and procedures.
- Represent the director at meetings and with professional organizations as assigned; may act in the absence of the Executive Director as assigned.
- Submit reports to the Board of Directors, and provide advancement related training, as requested by the Board or the Executive Director.

Qualifications

Equivalent to a Bachelor's Degree from an accredited college or university with major work in philanthropy, non-profit management, museum management, grant management, or a related field. Education equivalent to a Master's Degree is desirable.

A minimum of five years of demonstrated experience, and measurable results, in planned giving, fund development, grant writing and administration, sponsorship generation, annual giving and membership programs, donor relations, endowment, and/or managing fundraising events.

To apply, please send a cover letter and your resume to Stefanie Joy Muscat at nabdc@bevaraweb.com. No phone calls, please. Deadline for applications is May 1, 2024.