

The Buffalo Bill Art Show and Sale is seeking a Development Consultant

Job Description:

We are seeking an experienced Fundraising Consultant to build event sponsorships for the Buffalo Bill Art Show & Sale. In particular, s/he will be responsible for identifying, initiating introductions, and building relationships with top prospective foundations, corporations, and individual donors.

An ideal candidate would have proven experience and success in securing major contributions from a variety of sources, and knowledge of, and connections in, the Cody and Art philanthropic communities. S/he should possess strong communication and organizational skills, with the ability to work independently.

About the Buffalo Bill Art Show & Sale:

The Buffalo Bill Art Show & Sale is a one of a kind art sale with a Western theme, offering works relating to the land, people and wildlife of the American West. Artists offer a broad range of stylistic interpretations of the West, in oil painting, watercolor, pastel, sculpture, ceramic and mixed media. All works are original art.

The Buffalo Bill Art Show & Sale benefits the prestigious Buffalo Bill Center of the West and is held in conjunction with the Center's Patrons Ball, all part of Cody, Wyoming's annual "Rendezvous Royale Week."

The ever increasing success of this project is made possible by dedicated staff at the Cody Country Chamber of Commerce and the Buffalo Bill Center of the West, as well as a hard working volunteer committee.

Key duties & responsibilities

- Work with the Executive Director and the Art Show Director to initiate and build relationships with foundations, corporations, and individual donors, and secure funding.
- Identify prospective mid-level and high net worth donors.
- Develop a list of top foundation and corporate prospects at the local and national level.
- Manage and track all donor information, and develop stewardship program aimed at cultivating deeper ties with donors.

Requirements & desired skills and experience

- At least 5 years of professional experience in a related field, and a proven record of securing contributions from foundations, corporations, and additional sources; experience working for nonprofit(s) is a plus.
- Knowledge of, and connections in, the Cody philanthropic community.

- Proven experience of having expanded and cultivated existing donor/client relationships over time.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.
- High energy and passion for the BBAS mission and goals is essential.
- Strong organizational and time management skills with exceptional attention to detail.

Terms and conditions

The Fundraising Consultant will work an estimated 20 hours per week, with a flexible schedule, on an initial contract of \$4000 (An estimated 10 weeks.) S/he will report to, and work closely with, the Executive Director and Art Show Director.

Most of the work will be carried remotely, with bi-monthly meetings with the Executive Director and/or Art Show Director.

At the end of the 10 week contract, achievements will be reviewed with the possibility of extension if the approach has been successful and sustainable.

Organization:

Cody Country Chamber of Commerce for the Buffalo Bill Art Show & Sale

To Apply:

Email or mail resume and cover-letter to:

Tina Hoebelheinrich
Executive Director
Cody Country Chamber of Commerce
836 Sheridan Avenue
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