

Name of Organization: Buffalo Audubon Society  
Title of Position: Executive Director  
Reports to: President, Buffalo Audubon Society Board of Directors  
Supervises: 4 full time, 2 part time staff

The Executive Director of Buffalo Audubon is responsible for the Society's overall strategic direction, leadership and administration. Through guidance and approval from the Buffalo Audubon Board, the Executive Director has broad authority to lead and govern the operations of the Society towards its mission, strategic goals, and operations. Primary responsibilities include implementation of the strategic plan, staff development and supervision, financial management, fund raising, public relationship, program development, site management and evaluation.

The mission of Buffalo Audubon is to promote the appreciation and enjoyment of the natural world through education and stewardship. Buffalo Audubon serves the seven counties of Western New York. The Society was established in 1909 and has a strong tradition of environmental education, conservation and advocacy. Buffalo Audubon has a significant endowment and investment portfolio and is supported by a diverse array of revenue streams. Buffalo Audubon collaborates with many partner organizations to achieve its ambitious goals in these areas. The society owns and operates the Beaver Meadow Audubon Center in North Java, NY and owns six other preserves across Western New York. Buffalo Audubon is an affiliated chapter of the National Audubon Society.

The successful candidate will have demonstrated leadership in the advancement of an environmental education/conservation organization. Strong interpersonal skills, writing ability, and management experience are also sought. An advanced degree is preferred, as is a demonstrated history of increased responsibility and professional experience. Buffalo Audubon provides a competitive salary and significant benefits.

Please provide a short cover letter, resume, and the names of three references. Materials should be sent to [BuffaloAudubonSearch@gmail.com](mailto:BuffaloAudubonSearch@gmail.com). Please do not call with requests for additional information.

The deadline for receipt of application materials is December 15, 2017.

The Buffalo Audubon Society is an Equal Opportunity, Affirmative Action employer. At Buffalo Audubon, all employees are treated equally and are encouraged to achieve their fullest potential. We respect the individuality of each member of our community, and we are committed to a workplace free of any kind of discrimination based on race, color, religion, sex, age, sexual orientation, gender identity and expression, disability, national or ethnic origin, politics, or veteran status. All individuals, regardless of personal characteristics, are encouraged to apply.