



Erie Regional Housing Development Corporation d/b/a The Belle Center  
**Job Description**

**Position title:** Administrative Officer  
**Reports to:** Executive Director  
**Salary range:** \$47,000 - \$55,000 with benefits, DOE  
**Hours:** Full time, exempt, Monday through Friday with occasional evening hours for events and meetings

**GENERAL FUNCTIONS:**

The Belle Center, a large community center located on the lower west side of the City of Buffalo, seeks an Administrative Officer to fill new position. The Administrative Officer will support the Executive Director in implementing board directives, growing the Center, pursuing fund-raising initiatives, facilitating program needs and managing both staff and compliance with existing grants. The Belle Center has a “cradle-to-success” philosophy that encompasses its services to infants, pre- and school-aged children, youth, adults and seniors, including child care, senior services and workforce development programs. The Center features a swimming pool, fitness rooms, gymnasium, classrooms, and is planning to double the capacity of its high quality child care programs in 2018.

**QUALIFICATIONS:**

- 5+ years in nonprofit organizations, particularly social service, including progressively increasing managerial responsibilities
- 3+ years using QuickBooks in nonprofit environment
- Managing large state, federal and foundation grants, including budget management and reporting.
- Developing and maintaining agency-wide program goals, and planning of grant budgets to address ongoing program and implementation needs.
- Managing staff.
- Developing and maintaining relationships with culturally and linguistically diverse staff, client population, funding sources, and community stakeholders.
- Work with team members to improve operations, specifically develop and refine systems that can be utilized by all staff to improve work-performance and operational efficiency.
- Develop and provide regular reports on revenue-generating activities, identify new opportunities and plans to pursue them; develop short-term and long-term quality plans that encompass community and staff feedback.
- Oversee gift/pledge programs and execution of giving strategies such as individual giving campaigns/annual appeals, etc. through development of systems that maximize potential of campaigns.
- Develop and oversee financial reconciliation process with finance staff to ensure that gifts and contracts are aligned and recorded properly and to track gifts, contracts/MOU from qualification to collection.
- Work collaboratively with the Executive Director, Board of Directors and senior staff to share best practices, especially operational efficiencies.

**Other Requirements:**

- Bachelor's degree.
- Strong written and oral communication skills.
- Ability to work under pressure and meet constant deadlines.
- Ability to work collaboratively as part of management team and independently to accomplish mission-oriented goals.
- Proficiency with computers and willingness to learn and incorporate systems and technology into one's work.
- Demonstrated ability to relate and maintain professional boundaries with young people and staff as a positive adult role model and leader.
- Ability to maintain trust, confidentiality and use appropriate discretion in working with our families and all stakeholders.
- Possession of a current NYS Driver's License, which must be presented at time of appointment and maintained during employment.

**Ideal qualifications:**

- Advanced degree in public administration, business administration, social work, or related.
- Spoken Spanish language proficiency.
- Proven grant writing experience or other development/capital campaign experience.
- Ability to lead program development and monitor program outcomes.

**Physical requirements:**

- Use of standard office equipment, computer.
- Light lifting, up to 20 pounds.

**Application:**

Employment applications can be found on The Belle Center website at [www.thebellecenter.org](http://www.thebellecenter.org).

Applications will be accepted until the position is filled. Please submit application, a cover letter and resume to:

Attn.: Human Resources  
Erie Regional Housing Development Corp. - The Belle Center  
104 Maryland Street  
Buffalo, NY 14201

Or via email: [hr@thebellecenter.org](mailto:hr@thebellecenter.org)

**Erie Regional Housing Development Corp. - The Belle Center is an Equal Opportunity Employer.  
Public housing and low income residents are encouraged to apply.**

**For posting on 1/12/2018**