



EXECUTIVE DIRECTOR

Job Description:

Buffalo Niagara Heritage Village (BNHV) seeks a self-motivated, highly-organized Executive Director to deliver the mission.

“To preserve and interpret the story of Buffalo Niagara for the people of today and the community of tomorrow.”

As the Executive Director of Buffalo Niagara Heritage Village, you will be operating an emerging regional museum facility including a 35-acre historic village with 11 historic buildings and a large museum with 10 major exhibits and over 40,000 artifacts.

Buffalo Niagara Heritage Village Executive Director

GENERAL RESPONSIBILITIES:

- 1) Board Governance: Works with the Board to fulfill the organization’s mission.
 - a) Responsible for leading Buffalo Niagara Heritage Village (BNHV) in a manner that supports and guides the organization’s mission as defined by the Board of Trustees.
 - b) Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- 2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
 - a) Responsible for the fiscal integrity of BNHV, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - b) Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

c) Responsible for fundraising and developing other resources necessary to support BNHV's mission.

3) Organization Mission and Strategy: Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

a) Responsible for implementation of BNHV's programs that carry out the organization's mission. b) Responsible for strategic planning to ensure that BNHV can successfully fulfill its Mission into the future.

c) Responsible for the enhancement of BNHV's image by being active and visible in the community and by working closely with other professionals, civic and private organizations.

4) Organization Operation: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate and functional.

a) Responsible, effective administration of BNHV's operations.

b) Responsible for the hiring and retention of competent, qualified staff.

c) Responsible for effective and appropriate delegation of and to staff.

d) Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

PROFESSIONAL QUALIFICATIONS:

- Bachelor's Degree, minimum; Master's Degree preferred
- Transparent and high integrity leadership
- Five or more years of senior, nonprofit management experience
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of BNHV's strategic future to staff, Board, volunteers and donors
- Knowledge and skills to create and implement fundraising strategies and donor relations unique to the nonprofit sector
- Skills to collaborate with and motivate Board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Intermediate technology skills particularly with Microsoft and Google programs

Actual Job Responsibilities:

- Planning and operation of annual budget
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of BNHV
- Serve as BNHV's primary spokesperson to the organization's constituents, the media and the general public
- Establish and maintain relationships with various organizations through Western New York and utilize those relationships to strategically enhance BNHV's mission
- Drive BNHV's fund development strategy and implementation
- Report to and closely work with the Board of Trustees to seek their involvement in policy decisions, fundraising and to increase the overall visibility of BNHV throughout WNY
- Supervise, collaborate and organize staff
- Strategic planning and implementation
- Participate in Board and committee meetings; serving ex officio on all
- Oversee marketing and other communications efforts
- Review and approve contracts for service
- Review and procure appropriate insurance program
- Ensure compliance with all federal, state and local mandates, permits, licenses, etc.
- Other duties as assigned by the Board of Trustees

Once received, your résumé and submitted materials will be reviewed, and if your experience and background fits our needs, someone from our office will contact you for an interview. Upon interview candidates must provide a complete educational portfolio.

Buffalo Niagara Heritage Village is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.