



Employment Opportunity Executive Director, Groundwork Buffalo

Groundwork Buffalo seeks to hire an Executive Director to lead the organization, expand its base of support, build partnerships, continue past and develop new programs and projects and increase the impact Groundwork Buffalo has had on Buffalo's revitalization.

Our Organization

Groundwork Buffalo is a 501(c)(3) non-profit corporation dedicated to improving the physical environment of underserved neighborhoods in the City of Buffalo. Founded in 2010, Groundwork Buffalo works to bring about the sustained regeneration, improvement and management of the physical environment by developing community-based partnerships which empower people, businesses and organizations to promote environmental, economic and social well-being. Groundwork Buffalo is part of the Groundwork USA network launched in the 1990s through a collaborative effort led by the National Park Service and United States Environmental Protection Agency. Groundwork Trusts across the nation turn brownfields into parks, gardens and greenways; restore urban waterways and water systems; create neighborhood infrastructure for active living; expand local food production and access; and advance equitable development. For more information see www.groundworkusa.org.

With the support of Groundwork USA and the National Park Service, Groundwork Buffalo is undergoing a transition and entering a new phase of engagement and accomplishment. We seek an entrepreneurial individual to lead the organization through this process. The successful candidate will be a thoughtful, engaging, and practical individual who manages all aspects of the organization's growth.

Responsibilities

The Executive Director will work with for the Groundwork Buffalo Board of Directors and in close collaboration with Groundwork USA and will raise funds for operations, programs and projects, work with existing board members to identify new candidates to serve on the Board of Directors and build collaborative, productive and long-lasting relationships in the community.

Overall duties of the Executive Director include:

Program Development and Evaluation

- short- and long-term [strategic and] program planning

- planning, implementation and engaging of community members in environmental improvement projects ranging from tree-planting and community garden development to complex brownfield re-use, urban waters and other projects
- development and management of youth Green Team program
- document and communicate achievements of the organization
- measure and evaluate program impacts

Fund Development and Administration

- strategic fund development including ongoing grant writing
- financial management, including budget development, management and reporting
- staff management and development including hiring, team-building, coaching and evaluation
- strategic, long-term organizational and financial planning

Collaboration and Partnership

- cultivation and management of diverse relationships – with community members, community-based organizations, city agencies, elected officials at all levels of government, charitable foundations and other funding sources
- active communication with local partners, Groundwork USA, the National Park Service and other Groundwork Trusts

Qualifications

- bachelors degree in related field, master's degree preferred
- at least five years' experience in initiating and executing successful community, education and/or environmental programs
- demonstrated success in grant seeking, proposal writing and fundraising from diverse sources
- accomplishments in non-profit organizational management, including productive and positive working relationships with staff, other organizations, government agencies, contractors and volunteers
- demonstrated ability to work with people from a variety of ethnic, cultural and economic backgrounds
- experience in budget development, management and reporting
- project and contract management experience
- skill in marketing and promoting programs to a variety of audiences
- volunteer management experience
- leadership skills and ability to develop program vision
- exceptional interpersonal, written and oral communication skills
- proficiency with word processing, spreadsheets, presentation software and Internet communications
- vision, imagination, patience and a sense of humor
- strong interest in urban regeneration

Terms of Employment

Groundwork Buffalo seeks an organizational leader to build our organization for the long-term. Initially this will be a part-time position with a minimum half-time commitment required with weekend and evening commitments. The initial salary is \$17/hour with health benefits supported by a grant from the National Park Service. The position will become full-time within approximately one year, contingent upon successful fundraising, program and grant development.

Location

The position will be located in Buffalo, New York.

To apply, please send a cover letter and resume to the Groundwork Buffalo Hiring Committee by May 22 to:
darren.kempner@gmail.com

or:

Groundwork Buffalo, Inc.
237 Main Street, 12th Floor
Buffalo, NY 14203

Groundwork Buffalo values diversity and inclusion throughout our city and within our organization. People of color, women, LGBTQ individuals, people with disabilities and formerly incarcerated people are encouraged to apply.