



Job Opening: Director of Operations & Grant Management

About Us:

Preservation Buffalo Niagara (PBN) is a non-profit advocacy organization that identifies, protects, and promotes the unique architecture and historic legacy of Western New York, while connecting people to the places they love. We provide services in Erie and Niagara counties, with a particular emphasis on the City of Buffalo's East Side and the City of Niagara Falls. PBN is working hard to challenge existing preservation paradigms and serve a more diverse constituency.

Position Summary

PBN's Director of Operations & Grants Management oversees all aspects of the organization's operations (including annual planning, human resources, and office administration) and is responsible for ensuring and maintaining the highest level of professionalism and compliance in the organization's policies and procedures.

The role also manages all grants received by the organization, which includes preparing contract and reporting paperwork as well as coordinating grant applications and asks with staff and PBN's contracted grant writer.

The Director of Operations & Grants Management manages PBN's membership and donor programs, including oversight and coordination of the annual appeal and management of fundraising events such as the Preservation Awards.

The position is responsible for all reporting related to the above, including monthly departmental, membership, and public programs reports. The role additionally oversees the Operations Department, including direct supervision of the Communications Coordinator and contract bookkeeper, plus indirect supervision of PBN's docents and other volunteers.

Responsibilities

Operations & Office Administration (20%)

- Ensure the effective functioning of PBN by using best practices to manage resources, services, and processes to meet the needs of the organization.
- Oversee and manage organization's annual planning process and calendar.
- Office administration duties include purchasing, filing, systems, and supplies management.
- Coordinate technical support with external contractor as needed.
- Maintain all organizational policies and procedures to be in compliance with best practice and/or nonprofit law.

Grants Management (20%)

- Develop & implement grant management system (application, status, reporting, etc.).
- Prepare and submit all grant paperwork to funders in a timely and accurate fashion.



- Serve as liaison between PBN and funders to ensure accuracy and compliance with grant requirements.
- Coordinate reporting deadlines with relevant staff to ensure data is collected and reporting due dates are met.
- Regularly update PBN's profiles on various granting systems to keep current and active.

Membership, Donor Management, and Events (25%)

- Track memberships and donors in database.
- Produce weekly acknowledgement letters of donations and member payments received.
- Produce monthly renewal mailings.
- Manage annual appeal, including mailings, donor outreach, reporting, and Board engagement.
- Plan, coordinate, and implement annual fundraising events like the Preservation Awards, including solicitation of event sponsors.

Finance (10%)

- Manage annual audit/financial review and tax preparation.
- Assist the Executive Director in preparing the annual budget in consultation with department heads.
- Process all incoming checks and payments, deposit in appropriate accounts, and maintain documentation records.
- Support Finance Committee's work by providing monthly financial reports.

Personnel (10%)

- Manager of payroll & benefits.
- Manage staff PTO tracking and office calendar.
- Serve as in-house human resources representative.
- Maintain Employee Handbook and update as needed.

Supervision (10%)

- Manage Communications Coordinator and oversee their responsibilities, including print newsletter, weekly e-newsletter, social media, online shop, tours, and docents.
 - o Attend Development & Marketing Committee meetings.
- Oversee bookkeeper to ensure accurate data entry in QuickBooks as well as timely payment of all bills.

Governance & Board (5%)

- Support Governance Committee's work, attending all meetings and updating relevant policies as requested.
- Annually update online Board Handbook and all relevant attachments.



Qualifications

A Bachelor's degree from an accredited college or university and a minimum of 3 years of administrative experience or an Associate's degree from an accredited college or university and a minimum of 6 years of administrative experience; hands-on experience with grants management software as well as MS Office: Word, Excel, and PowerPoint; strong financial management skills including budget preparation, analysis, decision-making and reporting; strong project management skills; and excellent written and verbal communication skills.

Compensation:

The salary range for this position is \$50,000 to \$55,000 depending on relevant experience. PBN has generous time-off policies, flexible work schedules, and offer health, vision, and dental insurance.

This position is a grant funded position available through Spring 2024. We anticipate additional funding for this grant as this role is critical to our organization but want to be transparent on the grant and its timing to those who apply.

To Apply:

Please send a letter of interest and resume to jobs@pbnsaves.org, including the words "Director of Operations" in the subject line. Please make sure to attach your application materials as a single PDF file. No calls please. The deadline for application submission will be on May 5, 2023. PBN is an equal opportunity employer. We encourage candidates from a wide variety of educational and experiential backgrounds to apply for this position. We strongly encourage applications from women, racial and ethnic minorities, and other individuals who are underrepresented in the profession, across color, creed, race, ethnic and national origin, physical ability, gender and sexual identity, or any other legally protected basis.