



Job Posting: Director of Operations & Grants 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 serve the five counties of Western New York, with a particular emphasis on Erie County and the City of Buffalo, and Niagara County and the City of Niagara Falls. PBN is working hard to challenge existing preservation paradigms and serve a more diverse constituency. For more information visit <https://preservationbuffaloniagara.org>.

Opportunity Overview

PBN is seeking a full-time Director of Operations & Grants Management. This position is responsible for the organization's overall day-to-day administrative operations and oversight and implementation of its grants management and reporting systems including membership and donor tracking. The Director of Operations & Grants Management will work closely with the Executive Director to implement PBN's strategic framework and plan. The successful candidate will have critical thinking skills; a commitment to high-quality work with fine attention to detail and accuracy; a commitment to establishing a positive rapport with the funding community; and an understanding of the importance of database integrity and expertise with quantitative data.

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.

The salary for this position will be \$43,000 - \$48,000 depending on relevant experience. PBN has generous time-off policies and a flexible work schedule. Some weekend and evenings may be required. The anticipated start date is late January/early February 2022.

Please send a letter of interest and resume to jobs@pbnsaves.org by November 23, 2021.