



Old First Ward Community Center

62 Republic Street Buffalo, NY 14204 (716) 856-8613 fax (716) 856-8273

Executive Director

Over 4 decades, The Old First Ward Community Association has been providing programming for the community with a focus on youth and seniors, as well as carrying out a strong focus on housing and development. We continue to impact the community through housing rehabilitation programs and commercial restoration.

We are recruiting for the top job, a full-time, dynamic and visionary Executive Director who will continue to guide the agency to achieve its mission and strengthen its work

Duties:

- Responsible for leading the organization in a manner that supports and guides the mission as defined by the Board of Directors
- Responsible for communicating effectively with the Board and providing all information necessary for the Board to function properly and to make informed decision
- Responsible for fiscal management that includes operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising, contracts, grants and developing resources necessary to support the mission
- Responsible for implementation of programming that supports the mission
- Responsible for effective administration of daily operations

Skills/Qualifications

- Master's Degree in Social Work, Public Administration or a related field
- Minimum 3 years related leadership experience with documented increasing levels of responsibility
- Excellent written and interpersonal communication skills
- Proven success in developing and managing community health and human service programs (including fundraising and grant writing)
- Ability to work effectively with clients, families, staff and community contacts from a variety of cultural and ethnic backgrounds.

Please submit resume and cover letter via e-mail to director@old1stward.org