



Job Posting: Executive Director

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 WNY with a particular emphasis on Erie and Niagara counties. PBN is working hard to challenge existing preservation paradigms and create more diverse, equitable, inclusive and accessible communities. For more information visit <https://preservationbuffaloniagara.org>.

Opportunity Overview

PBN is seeking a full-time Executive Director. This person will be responsible for the overall day-to-day operations of the organization and for ensuring that PBN has the talent and resources to achieve its mission, vision, and commitment to the community. The Executive Director will work in partnership with the Board of Directors and provide the leadership for the implementation of PBN's strategic plan, provide oversight of the organization's fundraising and marketing efforts, serve as PBN's primary spokesperson, and advocate for policies that promote equity, inclusion, accessibility and justice. This position is located in Buffalo, NY.

Qualifications

A Master's degree from an accredited college or university and a minimum of 3 years of senior management-level experience or a Bachelor's degree from an accredited college or university and a minimum of 5 years of senior management-level experience; supervisory experience; strong financial management skills including budget preparation, analysis, decision-making and reporting; strong project management skills; hands-on experience working with a Board of Directors; excellent written and verbal communication skills; and fund development expertise. The successful candidate will be comfortable working with diverse people and communities. A technical background in preservation is desirable.

The salary for this position will be in the \$95,000 range. PBN has generous time-off policies and a flexible work schedule. The anticipated start date is April 2023.

Please send a letter of interest and resume to jobs@pbnsaves.org by January 5, 2023.