



**Open Buffalo - Job Posting
Administrative Director
Date of Posting: February 10, 2014**

Open Buffalo is a new civic initiative with a mission to create an equal, just and free city driven by a united and empowered community open to full democratic participation by all its residents, open to innovative ideas and policies; open to new leaders from diverse communities; and open to meaningful economic opportunity and sustainable wealth creation for all.

As a successful recipient of a major grant from the Open Society Foundations, Open Buffalo will be a powerful agent for change in the region, while building civic capacity amongst its partners and networks. By tackling systemic causes of oppression and inequality, Open Buffalo will make major, long-term improvements in justice and equity. The collaborative effort will build on and leverage an incredible breadth and depth of support throughout the city and region.

Open Buffalo is hiring a talented and dedicated team of proven champions for progress. This team will work as part of an unprecedented collaboration among a diverse group of partners to turn a community-driven plan into action, and to help bolster the capacity of current allies while developing a new cadre of leaders for the next generation of change.

By focusing on **systemic change** within Economy for the Common Good, Equal Justice and Equal Opportunity, and Open Governance, Open Buffalo will win early victories in:

- **Restorative Justice**, working with the Buffalo Public Schools and the criminal justice system to develop practices in which all the stakeholders affected by an injustice discuss its effects and decide what should be done to repair the harm, offering more satisfying resolutions to victims and better results for offenders and communities.
- **Worker Equity**, addressing poverty, inequity, and training needs among workers, particularly minorities, refugees, youth, and ex-offenders, with a special focus on those working temporary and contingent jobs.
- **High Road Economic Development**, ensuring that the community benefits from economic development programs and projects through quality jobs, education and training, local and minority business opportunities, and green design and operations.

In addition, Open Buffalo will increase Buffalo's **civic capacity** to effect systemic change through four strategies:

- **Mobile Democracy Center** will engage at least 1,000 residents per year with voter registration, information about equity issues, and advocacy tools to increase individual engagement and action while overcoming geographic and cultural divides.
- **Emerging Leaders** will train over 100 residents per year to mobilize their communities around equity issues and to take on leadership roles in community, nonprofit, and government sectors.
- **Innovation Lab** will build Buffalo's capacity to generate new ideas, do original research, draw more effectively on local and national best practices, share information more broadly, and draft new laws and policies.
- **Open Buffalo Arts Network** will mobilize arts groups to aid in mobile democracy and emerging leaders projects, to contribute creativity to issue-based work, and to change the stories Buffalo tells itself and the world.

About the Open Buffalo Administrative Director:

The primary responsibilities of the OB Administrative Director relate to the smooth flow of operations as well as day-to-day financial management such as budget management, bill payment and expense oversight. In addition, the AD oversees and maintains vendor contracts and relationships; monitors

administrative expenses; manages human resources administration; and is the primary coordinator of OB-run special events and programs. The AD will liaise with a diverse group of stakeholders from the OB Advisory Board to community-based organizations and citizens of Buffalo and will also be responsible for disseminating information, such as meeting agendas, as well as developing appropriate files, databases, etc. The Administrative Director reports directly to the Open Buffalo Executive Director.

Qualifications:

- Minimum experience: 3-5 years of experience as an office or project manager; an associate's or bachelor's degree is preferred, but not required
- Demonstrated interest in and commitment to the social justice field through work and/or volunteer experience
- Strong computer skills, communication, interpersonal and organizational skills
- The ability to be flexible and deal well with deadlines and a variety of projects

Application:

Open 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.

Applications will be accepted until the position is filled. Please submit a cover letter and resume to:

Open Buffalo Search Committee
c/o Partnership for the Public Good
237 Main Street, 12th Floor
Buffalo, NY 14203

Or via e-mail to jobs@openbuffalo.org