



Open Buffalo - Job Posting
Deputy Director
Date of Posting: June 9, 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 Deputy Director:

Open Buffalo is seeking candidates with a deep commitment to social change who share our vision of an open Buffalo.

The Deputy Director will be an experienced and effective non-profit manager with a deep understanding of the demands and flexibility needed to operate a small non-profit in a collaborative setting.

The Deputy Director will demonstrate capacity for visionary leadership and creative approaches to collaborative solutions to our community's monumental social justice challenges.

The Deputy Director will recognize the singular opportunity that this initiative provides for our city and will inform, inspire, and accelerate the progress taking root in our city.

The Deputy Director Position:

Reporting to the Executive Director (ED), the Deputy Director will have both internal and external facing responsibilities, ranging from program and project management (business development, framing of key approaches, written products) to administration (information technology, funding, spending, monitoring and reporting, facilities), and human capital (HR/recruiting, mentoring, career progression).

The Deputy Director will partner closely with the ED to chart Open Buffalo's future growth and strategic direction for advancing equity, justice and freedom in the Buffalo region.

This is a full-time, salaried position with benefits based in Buffalo, NY, reporting to the Open Buffalo Advisory Board.

Specific Responsibilities:

Internal: Organizational Management, Program and Staff Oversight

- Partner with the ED in essential internal firm leadership activities (human resources, administration, fundraising and organizational planning).
- Manage systems of information technology, human resources (recruiting, reviews, staff deployment/workload balancing, career progression) with related internal communications and budgeting/finance duties.
- Structure and lead teams to deliver outstanding work.
- Identify best practices and implement and provide administrative management of internal organizational systems with an eye toward future needs and budget realities.
- Mentoring, coaching; visible, approachable sounding board/resource for OB staff.

External: Partnerships, Alliance Building, Outreach and Advocacy

- Build and maintain strong relationships.
- Occasionally represent Open Buffalo in industry-group conferences, professional associations, and other public venues.
- Develop thought leadership around specific topics/emerging practice areas.
- Share in knowledge dissemination, reporting, and communications.

Qualifications:

- Bachelor's Degree + minimum 7 years or Master's Degree + minimum 5 years of in a management position in a nonprofit organization, foundation, or government agency
- Experience working in an organization with a social change mission and/or a demonstrated commitment to social justice
- Experience in administration and operations management in a collaborative organization, including financial management, information systems management and human resource management.
- Track record delivering superior results, commanding respect, and assuming leadership roles
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, for-profit and nonprofit, and from diverse backgrounds
- Track record of building relationships with donors and foundation program officers, grant and contract writing, reporting and administration experience
- Strong interest in organizational development, collaboration and building community

- Comfort speaking in community forums and facilitating relationships among various sectors
- Proven ability to work in a culturally diverse environment
- Familiarity with community organizing and a demonstrated understanding of public policy
- Outstanding communication and interpersonal skills
- Passionate about Open Buffalo's mission and impact
- Ability to exercise tact and diplomacy in organizational settings
- Transparent, direct and collaborative
- Self-starter, self disciplined demonstrating imagination and creativity
- Ability to remain focused in the face of pressure, deliver against timelines
- Proficiency with word processing, spreadsheets, presentations, and internet communications

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 5 p.m. on Monday, June 23, 2014 and the Deputy Director will begin work as soon as possible. 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

No phone or drop-ins, please.