



## NOW HIRING:

### POSITION:

*Executive Operations Specialist*

Buffalo, NY

Salary range: \$50-60K

Date of Posting: February 13, 2025

## BACKGROUND

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### Our Mission

Our mission is to advance racial, economic, and ecological justice. We do so through skill building, network connecting, and activating leadership opportunities. Our goal is for all communities in Western New York to thrive free from discrimination and poverty.

### Our Vision

People directly experiencing systemic challenges and inequities that we aim to address will always have a voice in identifying the problems and developing the solutions. An empowered democratic society is key to a joyful, culturally rich community and sustainable planet.

### Fundamental Value

We believe that people directly experiencing the challenges and inequities that we aim to address should always have a voice in both diagnosing the problems and developing the solutions.



## The Position

The **Executive Operations Specialist** plays a pivotal role in supporting the Executive Director (ED) and the senior leadership team, ensuring the organization operates efficiently and effectively in pursuit of its social justice mission. This role requires exceptional organizational skills, discretion, and the ability to manage multiple priorities in a dynamic, fast-paced environment.

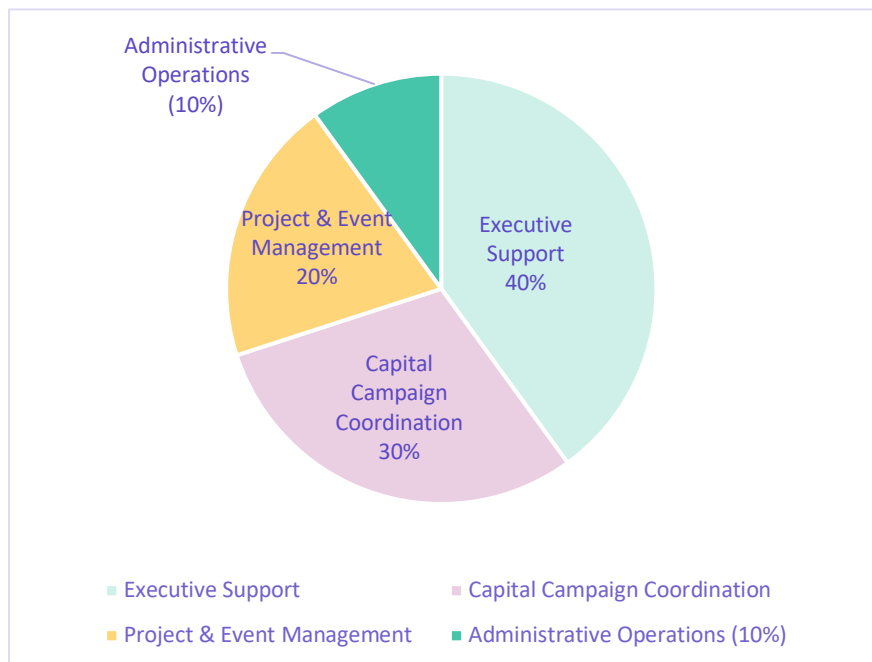
In addition to providing high-level administrative support, the Executive Operations Specialist will play an integral role in the organization's Urban Ecology Campus (Eco Campus) capital campaign, coordinating donor outreach, managing campaign logistics, and supporting strategic fundraising efforts. The ideal candidate is proactive, detail-oriented, and committed to advancing social change.

## ROLE OVERVIEW

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### Executive Support

- Manage the ED's calendar, schedule meetings, speaking engagements and coordinate travel arrangements.
- Draft, proofread, and manage correspondence, reports, and presentations.
- Assist in email management.
- Prepare meeting agendas, take minutes, and track follow-up actions.
- Serve as a liaison between the ED, staff, board members, and external partners.



### Capital Campaign Coordination

- Support the planning and execution of the organization's growing capital campaign.
- Coordinate donor communications, track pledges, and maintain accurate records.
- Assist in preparing campaign materials, proposals, and reports for key stakeholders.
- Manage logistics for campaign-related events, donor meetings, and site visits.

## **Project & Event Management**

- Assist with the coordination of organizational projects, ensuring deadlines are met.
- Setup of in-person meetings, and trainings, including but not limited to organizing and setting up the physical room, ordering food, setting up food, and break down of space.
- Ensure seamless execution of events, from logistics to participant engagement.
- Support event planning efforts, including community events, fundraisers, and board meetings.
- Oversee logistics, vendor relationships, and event promotion.

## **Administrative Operations**

- Maintain organized filing systems (physical and digital) for key documents.
- Assist with grant reporting, budget tracking, and other administrative tasks.
- Support organizational process improvements and internal communications.

## THE IDEAL CANDIDATE

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The ideal candidate for the **Executive Operations Specialist** position possesses the following competencies:

<b>Planning &amp; Alignment</b> Exceptional organizational and time-management skills.	<b>Tech Savvy</b> Proficiency in Microsoft Office Suite, Google Workspace, Canva, and CRM/donor management systems.	<b>Strategic Mindset</b> Proactive problem-solver with strong attention to detail.
<b>Prioritization</b> Ability to distinguish between urgent and important tasks, ensuring that critical deadlines are met without sacrificing quality.	<b>Ethical Judgement</b> Strong sense of integrity, aligning with the organization's values and mission.	<b>Human Centered Focus</b> Commitment to social justice, equity, and community empowerment.

### Additional Qualifications

**Education:** Bachelor's degree preferred or equivalent professional experience.

**Experience:** 3+ years in an executive assistant, project management, or administrative role—preferably in a non-profit or social justice environment.

- Proven experience as an executive assistant or similar role.
- Financial Tracking: Basic budgeting skills, experience with QuickBooks, Excel, or other financial software to support budget management.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite, Canva, Adobe Creative Suite, and other relevant software.
- Commitment to social justice and human rights issues.
- Resilience & Adaptability: Experience navigating complex organizational changes, campaigns, or crisis situations with composure.

## WHO WE ARE

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### Work Environment

The Open Buffalo team comes from a very diverse background of lived and work experiences. Friendly team atmosphere, where supporting each other's physical, and emotional well-being is an important part of the work. The position is mostly in office. Two remote days are available per month. Access to reliable transportation would be an added bonus, but is not mandatory. Light travel locally. Some travel across the state and nationally will be necessary, no more than quarterly.

### Our Commitment to Diversity, Equity, & Inclusion

Open Buffalo values diversity and inclusion throughout our city and within our organization. People of color, women, LGBTQI individuals, people with disabilities, and formerly incarcerated people are encouraged to apply.

## COMPENSATION AND BENEFITS

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The salary range for this position is \$50,000 to \$60,000, based on experience and qualifications.

- 95% employer coverage Health Insurance through Highmark/BlueCross BlueShield
- Vision & Dental Insurance through Guardian
- 21 days of vacation & 10 days of sick leave
- PTO for the following Federal Holidays: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving, day after Thanksgiving, Christmas.
- Headquarters located in the heart of the Black renaissance community on Jefferson Ave!

## **How to Apply:**

We strongly suggest all candidates visit the Open Buffalo website and social media accounts to learn about the work of the organization.

Interested candidates are invited to submit a resume and cover letter to [jobs@openbuffalo.org](mailto:jobs@openbuffalo.org). Please include "Executive Operations Specialist - [Your Name]" in the subject line.

Note: Submissions that do not include cover letters will be considered incomplete and disqualified.

We will begin reviewing applications and interviewing qualified candidates immediately. Applications will be accepted until February 28, 2025.

## **TIMELINE AND NEXT STEPS**

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, you can expect to hear from us by early March.

*Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Open Buffalo reserves the right to amend and change responsibilities to meet organizational needs as necessary.*