



1081 Broadway, Buffalo, NY 14212 | 716-893-7222 | [www.urbanctr.org](http://www.urbanctr.org)

## **Lt. Col. Matt Urban Human Services Center of Western New York Executive Director**

### **Who We Are:**

The Matt Urban Center has been proudly serving East Buffalo, the Town of Cheektowaga and West Seneca for the past 44 years. We continue to fulfill our mission of revitalizing neighborhoods, serving families and changing lives by bringing together public and private resources in an effort to assist community residents in becoming self-sustaining.

### **Why Apply:**

The revitalization of Buffalo's East Side offers exciting opportunities for growth, stability and expanded services. Our culture of excellence alongside our dedicated staff and Board make the Center a great place to work and serve community members.

### **Job Description:**

The Executive Director will provide leadership and vision, articulate and promote the organization's mission, develop sufficient resources for the financial health of the agency, and position the agency to meet the needs of clients and community.

### **Qualifications, Knowledge, Abilities & Skills:**

- College degree, preferably a Masters in Business Administration, Public Health, Public Administration
- Five or more years' nonprofit senior-level experience
- Experience and skill working with a Board of Directors
- Demonstrates a passion for, and commitment to, the agency mission
- Exhibits integrity, transparent leadership and adherence to ethical and professional standards
- Strong leadership, communication, fundraising and decision-making skills
- Ability to encourage teamwork and a collaborative approach within the organization and within the community
- Possesses the capacity to develop a vision for the organization
- Possesses sound judgment, self-awareness and resourcefulness
- Models and practices sensitivity, fair treatment and acceptance of diversity in all interactions
- Strong financial management skills, including budget preparation, analysis, decision-making and reporting

### **Essential Duties & Responsibilities:**

- Provide leadership in the development and implementation of agency strategic plan, and assesses the human service environment for current trends



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- Utilize best practices in fiscal oversight and operations
- Attend, plan and execute Board meetings in collaboration with the Board Chairperson
- Provide timely, relevant and necessary information to the Board in order for them to perform their roles
- Provide oversight of the organization's fundraising and marketing efforts
- Serve as the primary spokesperson and 'face' of the organization
- Develop constructive relationships with community leaders including elected officials, civic and private organizations and other agency Executives
- Evaluate and plan collaborative initiatives
- Advocate in the community for policies that improve the lives of the people we serve
- Review and recommend the creation of new programs, or restructuring and elimination of existing programs
- Develop an organizational structure and direct a management team that supports achievement of the agency strategic plan
- Protect the agency by monitoring the implementation of effective corporate compliance and risk management strategies
- Ensure the recruitment and training of a strong workforce committed to the agency mission
- Ensure the agency has safe and adequate facilities that are respectful of the people we serve and our employees
- Promotes the use of technology as a strategic asset to achieve the goals of the agency

**Supervisory Responsibilities:**

- Senior Leadership Team

**Disclaimer:**

The information contained in this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position.

Please submit your cover letter and resume to [EDSearch@urbanctr.org](mailto:EDSearch@urbanctr.org) by **September 16, 2020**. For more information about the Matt Urban Center visit [urbanctr.org](http://urbanctr.org)

The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.