

BUFFALO ARCHITECTURE CENTER

Position: Executive Director

The **Buffalo Architecture Center**, a new nonprofit cultural institution in the City of Buffalo, has an exciting new opportunity as it looks to find an **Executive Director**. The Center provides orientation, prompts inspiration, and serves as a gathering place to launch new ideas related to architecture, landscape, and design. Through exhibitions, tours, programs, and outreach, the Center engages the public in Buffalo's architecture, landscape design, and urban planning, and its role in culture and design literacy throughout the Buffalo Niagara region.



Located in the National Historic Landmark **Richardson Olmsted Complex**, the Center was created and is managed by the non-profit Richardson Architecture Center board, in collaboration with its affiliated board, the Richardson Center Corporation (RCC).

The Executive Director will have the opportunity to work closely with the board to **develop a strategic plan** for the organization and be responsible for the **planning, oversight, and evaluation of exhibitions, programming, administration, fundraising, and management** of the Center. The Executive Director will bring energy and vision to build public awareness of the Center through quality exhibitions and programming that serve the community and engage the public about the history, built environment, landscape, and architecture of the Buffalo Niagara region.

The successful candidate will be **entrepreneurial**, energetic, imaginative, highly organized, detail oriented, and capable of functioning effectively in an independent environment with a small staff.

Primary Responsibilities:

- Cultivate a strong working relationship and partnership with the Board of Directors and committees while energizing their participation.
- Develop and execute annual schedule of public programs for the Center, including lectures, debates, courses, workshops, symposia, and tours to successfully sustain the Center and promote it as a leader in public education on topics of design literacy.
- Manage development and installation of exhibitions to carry out the Board's vision.
- Create and carry out individual program plans for each project to track production schedule, budget, and evaluation procedures.
- Plan and execute all communications, outreach, marketing and public relations efforts.
- Assure adequate control and accounting of all funds.
- Prepare realistic budget & regular financial statements and provide comprehensive fiscal planning information to the Board.

- Develop and execute multifaceted revenue generation and fundraising plan with the Board, in coordination with the RCC.
- Research and prepare grant proposals.
- Function as the primary spokesperson for the organization, interfacing with a broad constituency, including the RCC, Hotel Henry, consultants, elected officials, community leaders, donors, the media, volunteers, national architecture organizations, the architecture and design community, and the general public.
- Hire consultants and attract volunteers to ensure sustainability of the Center.
- Oversee development and administration of website.

Qualifications:

- Minimum of a Bachelor's degree. Master's degree in a related field such as Architecture, Urban Design, Historic Preservation, Museum Studies, or Architectural History preferred.
- 5+ years of employment history in non-profit or related arts and culture career.
- Prior experience working with a non-profit Board of Directors preferred.
- Exceptional leadership and management skills.
- Knowledge of historic and current local, national, and international events in architecture, infrastructure, cities, urban history, preservation, planning, livable communities, and design literacy.
- Strong understanding of visitor engagement and the visitor experience.
- Excellent interpersonal, oral, and written communication skills, including public speaking.
- Microsoft Office Suite proficiency required and website management experience preferred.

How to Apply:

Send resume, cover letter and salary requirements to cmo@bspcca.com by **July 10, 2016**.