



**Position Title:** Director of Administration and Operations

**Main Function:** The Buffalo Niagara River Land Trust seeks a part-time Director of Administration and Operations to lead the organization's operations. This position works under limited supervision, reporting to Board of Director's Executive Committee. The Director of Administration and Operations will have extensive interaction with businesses, government, elected officials, community-based agencies, and the public, acting as the voice of the organization.

**Primary Duties and Responsibilities:**

- Effectively communicate the vision, mission, and strategy to stakeholders.
- Act as spokesperson to agencies, business organizations, community leaders and constituencies.
- Collaborate with the Board of Directors and partner organizations ensure the organization's strategic plans are consistent with and directed toward accomplishing the organization's vision, mission, and goals.
- Maintain and implement board-approved policies and procedures to ensure compliance with organizational and accreditation organization standards.
- Ensure the BNRLT is operating in compliance with all laws and regulations and adheres to the highest ethical standards.
- Collaborate with Governance, Land, Stakeholder Relations, and Development Committees to devise and execute long-term strategies for fundraising, stewardship, and growth.
- Work with the Board of Directors, staff, and volunteers to create and execute successful fundraising and capacity building activities.
- Maintain official financial records and documents and ensure compliance with filing and other federal, state, and local requirements and regulations.
- Work with land committee to maintain schedule of monitored easements/properties.
- Leverage a variety of media outlets to increase awareness of the BNRLT and its mission.
- Conduct research and identify new funding sources, including foundations, government agencies, organizations, and individuals.
- Prepare outreach materials, including writing copy and using effective imagery/video.
- Solicit contributions by developing and implementing fundraising campaigns.
- Maintain donor database.
- Plan and manage fundraising events.
- Identify and enroll BNRLT in passive donation platforms.
- Prepare required documentation for grant applications and assist with proposal development.
- Monitor and respond to campaign performance data.

**Minimum Qualifications:**

- Strong communication skills
- Ability to multitask and carry a project to completion with limited supervision
- Willingness to work as a team member to meet common goals
- Excellent organizational skills and attention to detail
- Excellent writing and editing capabilities; grant writing experience preferred
- Proficiency in MS Office suite
- Familiarity with data analytics



**Buffalo Niagara River  
Land Trust**

**Details:**

- Application deadline – Posted until filled
- Pay range: \$30- \$35/hour
- Approximately 20 hours/week, some evening and weekend hours
- Flexible schedule
- Hybrid work: Combination of remote/ in-person
- Anticipated start date: October 1
- Applicants should send resume and cover letter to [bnrlandtrustproxy@gmail.com](mailto:bnrlandtrustproxy@gmail.com)
- Direct inquiries to Daniel Riker, board president [driker@cscos.com](mailto:driker@cscos.com)