

EXECUTIVE DIRECTOR BUFFALO POLICE ATHLETIC LEAGUE

DISTINGUISHING FEATURES

This full-time, high-profile senior management position will have primary responsibility for revenue generation, financial management, organizational development, staff management and program operations of the Buffalo Police Athletic League (PAL). Reporting to PAL's Board of Directors, s/he will work closely with the President and Co-Chairs of the PAL on developing goals, objectives and operational plans for the organization. The position requires demonstrated experience in community leadership, fiscal and human resources management, fundraising, non-profit management, and working effectively with volunteers. Candidates must have considerable knowledge of and concern for the development and welfare of children and adolescents in the City of Buffalo and must be able to build strong, viable partnerships with diverse constituencies and with leaders from the public, private and grantmaking sectors.

TYPICAL WORK ACTIVITIES

- Update and implement PAL's strategic plan, in cooperation with the Board of Directors and other stakeholders;
- Develop and implement an ongoing major fundraising plan including annual appeal and fundraising events such as PAL's annual auction;
- Identify, cultivate and solicit corporate, foundation and individual donors and prospects;
- Identify and pursue grant opportunities from local, state and national sources, both public and private;
- Plan and oversee implementation of large public events, such as the Gus Macker Basketball Tournament, the New Year's Eve Ball Drop and the Labatt's Pond Hockey Tournament;
- Prepare and administer budgets and other necessary financial documents;
- Create and disseminate programmatic, fundraising, financial and other reports as required;
- Act as PAL's spokesperson and liaison with the press;
- Cultivate a strong partnership with the PAL Board in setting policies consistent with PAL's mission. Work, as needed, with all standing and ad hoc committees of the Board;
- Design and oversee implementation of PAL projects and programs;
- Manage day-to-day operations of PAL, including supervision of staff;
- Other duties as required or assigned.

SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Strong interpersonal and planning skills;
- Outstanding written and oral communication skills with ability to influence/persuade people;
- Strong commitment and desire to advance the values and mission of the organization;
- Ability to work with and motivate volunteers;
- Ability to meet deadlines and produce outcome-based results;
- Excellent computer skills, including knowledge of various software and internet applications;
- Evidence of initiative and achievement in all areas of donor prospecting and fund development, including event planning, annual giving and other fundraising campaigns, and experience in developing corporate and foundation relations.

QUALIFICATIONS

A Bachelor's degree with at least five (5) years of successful experience in development or administrative leadership. Candidates with a graduate degree preferred.

Qualified candidates should mail a resume and cover letter to the Buffalo Police Athletic League Executive Search Committee, 65 Niagara Square, 21st Floor, Buffalo, NY 14202 by January 13, 2012