



BUFFALO HERITAGE CAROUSEL, INC.

Director of Operations and Development

Role of the Position:

The Director of Operations and Development will be responsible for executing the mission of the BHC in collaboration with the Board of Trustees. The Director of Operations and Development will be the face of a community treasure.

Reports to: President of BHC Board

Responsibilities:

First eight months:

- 1. Clarify what needs to be done to open successfully**
 - a) Review operational plans
 - b) Determine priorities

- 2. Create an operational structure before opening**
 - a) Ensure operational logistics (schedules/resources), hours, ticket acquisition, admission control, cash management, crowd management, safety, custodial needs, ongoing and emergency carousel maintenance, security (day and night),
 - b) Create policies and procedures
 - c) Hire and manage staff and contractors,
 - d) Create employee handbook,
 - e) Set up retail operations, acquire merchandise,
 - f) Attend to marketing/ Trellis Video/ Buffalo-Niagara Video/ brochures Web Site, Facebook, Twitter

- 3. Manage volunteers**
 - a) **Immediate:** Determine in what areas volunteers are to be deployed, define responsibility in those areas, assign volunteer leader,
 - b) Maintain a volunteer data base (a volunteer leader to set this up to get names, contact info, interest and capabilities.) Arrange for parking, area to relax and have a coffee,, name tags,
 - c) Set up committees focusing on specific work areas. Determine leaders in each area who is responsible to manage/communicate/deploy his/her team. Team leaders should meet as a leadership team before operations start each day and ideally de-brief at the end of the day. ED should coordinate these meetings.
 - d) **Winter 2021:** Set up volunteer recruitment, orientation, training and recognition programs.

4. Financial responsibilities

- a) Create procedures and manage cash and financial resources (capital and operational)
- b) Work with bookkeeper and the Bonadio accountant for support,
- c) Set up credit card processing
- d) Determine and implement a day-end reconciliation process, bank deposits, ensure separation of financial processes.
- e) Refine Proforma – meet with NCCC SBA
- f) Create a comprehensive development plan including earned and contributed revenue opportunities, grants and government support,
- g) Attend to Capital Campaign for Endowment
- h) Track grant reimbursements and write final reports,
- i) Complete other grant applications,
- j) Work with Corky Burger and also work independently to seek sponsorships/donations

5. Programming

- a) Coordinate with Canalside Events and hours of operation
- b) New “Canalside Partners” monthly meetings
- c) Develop educational programming in collaboration with Board Education Committee
- d) Plan special events & coordinate with Be Our Guest
- e) Plan for National Carrousel Association Convention visit 9-10-20

6. Planning and Growth

- a) **Summer and Fall 2020:** Review on-going quality of visitor’s experience, monitoring volunteers and staff performance, constantly review operations and improve procedures, adjust policies, keep board informed.
- b) Determine organization’s needs and suggest priorities,
- c) **Fall 2020:** Prepare a draft 2021 budget for board review,
- d) Explore and determine additional funding sources and a plan to proceed (this may include a board development committee),
- e) **Winter 2021:** Undertake a strategic planning process with the board,

7. Governance Effectiveness

- a) **Winter 2021:** Work with the board chair to determine strategic recruitment of new board members, orientation, training and recognition, create individual board member and board as a whole evaluation process,
- b) Ensure effective communications with the chair and the board as a whole,

Required Qualifications:

- Experience managing paid and volunteer staff at a non-profit organization
- Demonstrated interest in or experience with cultural/educational organizations
- A minimum of a Bachelor’s degree with coursework in non-profit management and/or communications and public relations

Preferred Qualifications:

- Experience working with local foundation and government funding agencies
- Experience raising funds from government, foundation, and corporate sources
- Experience planning fundraising events
- Experience operating with grant funding

- Experience utilizing a computer database for fundraising

Work Week:

Generally 5 days per week, Wednesday - Sunday in season, flexible out of season

Salary:

Commensurate with experience

Mission of the Buffalo Heritage Carousel

- (1) To purchase, restore and operate a vintage carousel
- (2) To present educational programs which enable the public to experience and appreciate the functional aspects of the carousel by demonstrating how solar power and renewable energy sources can be used to power a carousel, and how math and science work together in its operation
- (3) To present educational programs which encourage appreciation for the vintage carousel and its connections to the Herschell companies in North Tonawanda
- (4) To construct an appropriate building in which to house the carousel and related functions
- (5) To present mission related and themed events to further the mission of the corporation.

To Apply: Send resume, letter of interest and references to:

laurie@buffalohéritagecarousel.org and to **raeproefrock@gmail.com**. Write "Application" in the subject line.