

**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:** Initially, the Director of Operations and Development will clarify what needs to be done to open the Buffalo Heritage Carousel successfully, and create an operational structure before opening. This will include creating an operating procedure, recruiting, hiring and training staff and volunteers, and establishing financial procedures. Additional responsibilities include creating special programming, fund raising, grant writing and marketing.

**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

**To Apply:** Send resume, letter of interest and references to: [laurie@buffaloheritagecarousel.org](mailto:laurie@buffaloheritagecarousel.org) and to [raeproefrock@gmail.com](mailto:raeproefrock@gmail.com). Write "Application" in the subject line.

A more detailed job description may be found at [www.buffaloheritagecarousel.org](http://www.buffaloheritagecarousel.org)