

Director of Administration & Finance

Beverly Gray Business Exchange Center, Inc.

Buffalo, NY

Salary: \$85,000 - \$95,000

The Organization

The Beverly Gray Business Exchange Center, a NYS recognized 501(c)3 organization, is the premier Entrepreneur Service Organization specifically serving the BIPOC and underrepresented entrepreneurial community in Buffalo, NY.

Located on the East side of Buffalo, we aim to be a conduit for business development and growth for new and existing entrepreneurs. Through our 4 Pillars Approach, we help our members solve critical problems on their entrepreneurial and business journeys. With partnership from the University at Buffalo, we are the first Incubator in WNY specifically serving BIPOC entrepreneurs and business owners.

The Beverly Gray Business Exchange Center was established by Mayor Byron Brown in honor of Beverly A. Gray, a dedicated community advocate, Council Member, and entrepreneur with a vision of innovation and economic growth for Buffalo's Eastside. Today, standing on that foundation, along with continued support from our funders, our goal is to empower and equip BIPOC entrepreneurs throughout the city of Buffalo with the necessary tools needed to build sustainable, high-growth businesses that not only positively impact Buffalo's east side but have a state and nationwide impact as well.

We believe that through equity, inclusion, and innovation, we can increase the success rate of BIPOC entrepreneurs from high potential to high growth. We see entrepreneurship as the pathway to attaining generational wealth while building the local community.

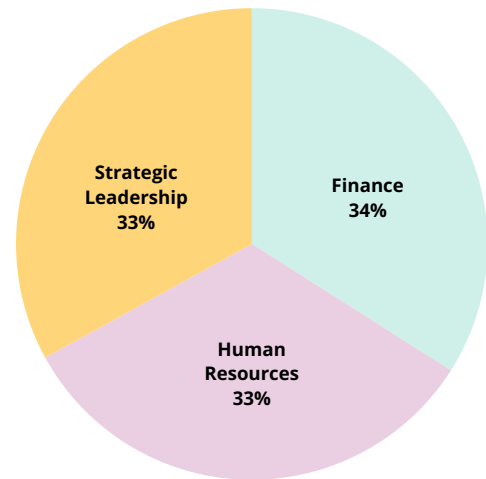
The Position

Beverly Gray Business Exchange Center is seeking a dynamic and experienced Director of Administration and Finance to join its growing team play a pivotal role in driving organizational excellence. This position will oversee the organization's financial operations, including accounting, budgeting, while also shaping human resources strategies and fostering a vibrant workplace culture.

Acting as a trusted thought partner to the Executive Director, the Director of Administration & Finance will enhance operational processes, guide organizational growth, and support strategic initiatives. This leader will be partnering closely with the accountant and board finance committee to ensure finances are accurately reported. This is a hands-on leadership position best suited for someone who is highly collaborative with an entrepreneurial mindset. and a background in finance, HR, and nonprofit administration. As a member of the Leadership Team, the Director of Administration and Finance will help guide the organization's growth and sustainability, ensuring its continued impact on the community.

Finance

- Oversee all aspects of financial operations, including accounting, budgeting, tax filings, payroll, and reporting.
- Serve as the primary point of contact for board finance-related matters and collaborate on financial strategy and planning.
- Partner with the bookkeeper to ensure accurate and timely financial processes and compliance.
- Provide strategic insight on financial systems and processes to ensure efficiency, transparency, and compliance in organization-wide budgeting and auditing processes.



Human Resources

- Develop and implement HR processes and systems, including but not limited to employee onboarding procedures, performance reviews, and staff development processes; ensure that the talent strategy is in alignment with organizational goals and growth plans.
- Act as the primary point of contact for all HR-related matters, facilitating effective communication between staff and leadership to address and resolve issues efficiently.
- Collaborate with external HR consultants as needed to support talent acquisition, team development, and staff training plans.

Strategic Leadership

- Act as a thought partner to the Executive Director, providing strategic insight and risk assessment on the financial impact of strategic initiatives;
- Support strategic planning efforts by providing financial insights and assisting with decision-making on optimal growth strategies and resource allocation.
- As a member of the Leadership Team, continue to nurture a workplace culture that values accountability, collaboration, and entrepreneurial spirit.
- Lead by example with a hands-on, approachable management style, empowering team members to thrive.

THE IDEAL CANDIDATE

The ideal candidate for the Director of Administration & Finance position possesses the following competencies:

Financial Acumen

Interpreting and applying understanding of key financial indicators to make better decisions.

Drives Results

Consistently achieving results, even under tough circumstances.

Big-Picture Thinking

Taking a broad view when approaching issues, using a global lens.

Communicates Effectively

Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences

Cultivates Innovation

Creating new and better ways for the organization to be successful.

Drives Vision & Purpose

Painting a compelling picture of the vision and strategy that motivates others to action.

Develops Talent

Developing people to meet both their career goals and the organization's goals.

Additional Qualifications

- Proven experience in finance and administration, with a strong background in budgeting, accounting, and financial reporting.
- Demonstrated expertise in human resources management, including developing and implementing payroll systems, onboarding programs, and organizational policies.
- Exceptional leadership skills, with the ability to mentor staff, foster a positive workplace culture, and promote accountability and collaboration across teams.
- Strong strategic thinking and problem-solving abilities, with a track record of contributing to organizational growth and operational efficiency.
- Proficiency with financial and HR tools such as QuickBooks and Gusto, with the capacity to adopt and optimize new systems as needed.
- Entrepreneurial mindset and ability to thrive in a fast-paced, evolving environment, bringing innovative solutions and adaptability to challenges.
- Excellent interpersonal and communication skills, with the ability to engage effectively with diverse stakeholders and foster community connections.

WHO WE ARE

Work Environment

All full-time employees typically work an 8-hour, 5-day week, including meal breaks. The normal office hours of the organization are Monday through Friday from 8:00 am to 5:30 p.m. There is flexibility with regards to a hybrid remote/in-person office schedule. Non-exempt employees will be paid time and one-half for each hour worked beyond 40 hours in a workweek.

Our Commitment to Diversity, Equity, & Inclusion

The Beverly Gray Business Exchange Center, Inc. is an Equal Opportunity Employer and recruits, employs, retains, and promotes persons in all job titles without regard to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, domestic violence victim, marital status, predisposing genetic information, familial status, pregnancy-related condition, prior arrest or conviction record, gender identity or expression, retaliation for opposing unlawful discriminatory practices, except where there is a bonafide occupation qualification for the job tasks to be performed. In such circumstances, reasonable accommodation for qualified individuals with known disabilities will be made unless doing so would result in undue hardship.

The Exchange will also ensure that all personnel actions such as compensation, benefits, transfers, layoffs, recalls, transfers, leaves of absence compensation, and training will be administered in accordance with the principles of equal employment opportunity.

COMPENSATION AND BENEFITS

Salary

\$85,000 - \$95,000

Benefits

- Health Insurance
- Life and Accidental Death and Dismemberment Insurance
- Short-Term Disability
- 401K Retirement Plan
- PTO starting at 17 days within 1st year of employment

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by February.

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[Submit an application](#)