

Impact Officer

Open Buffalo

Buffalo, NY

Salary: \$90,000 - \$100,000

BACKGROUND

Open Buffalo celebrates 10 years of training, and capacity building for the people!

Our Mission

Our mission is to advance racial, economic, and ecological justice. We do so through skill building, network connecting, and activating leadership opportunities. Our goal is for all communities in Western New York to thrive free from discrimination and poverty.

Our Vision

People directly experiencing systemic challenges and inequities that we aim to address will always have a voice in identifying the problems and developing the solutions. An empowered democratic society is key to a joyful, culturally rich community and sustainable planet.

The Position

This role is for a dynamic leader who thrives in a versatile environment, seamlessly balancing strategic planning, hands-on program support, and cross-functional collaboration. The Impact Officer will expand Open Buffalo's transformational leadership programs by driving strategy, enhancing daily operations, and serving as a trusted thought partner to the program and leadership team.

Acting as the connective tissue across core programs, the Impact Officer will ensure cohesion and alignment within the program portfolio, building systems to achieve operational success and support the strategic objectives.

This role is ideal for someone with expertise in programming, impact evaluation, grant and donor management, and external communications, all rooted in a deep commitment to social justice.

ROLE OVERVIEW

Program Effectiveness & Operations

- Ensure cohesion across Open Buffalo's core programs and operations (Emerging Leaders, Youth Action, Democracy Fellows, Alumni and Race, Power, and Privilege).
- Design and implement systems for program evaluation, process improvement and accountability to enhance operational efficiency and program quality.
- In collaboration with the ED and Deputy Director, support in the development and implementation of a partnership and fundraising strategy to sustain current operations and meet growth goals.
- Lead and bring to completion strategic projects integral to organizational, programmatic or team success.



ROLE OVERVIEW (cont.)

Leadership

- Act as a trusted thought partner to the leadership team, contributing to organizational strategy and supporting decision-making on growth opportunities.
- Serve as the point-person for programmatic staff regarding day-to-day operations and support for program execution and grant reporting.
- Support the professional development of program staff and nurture opportunities for collaboration and leadership to increase staff capacity, ensure excellence and adhere to the highest levels of professionalism.

Impact

- Support in the development and communication of KPIs and development of systems to track this data and report out on it.
- Measure programmatic success and use data to craft compelling narratives that engage funders, attract new opportunities, and amplify Open Buffalo's visibility.
- Leverage impact stories to refine external communications, demonstrating the transformative outcomes of Open Buffalo's work to diverse audiences.
- Support in the development and communication of KPIs and establish benchmarks that are cost-effective and aligned with Open Buffalo's vision and strategic goals.

THE IDEAL CANDIDATE

The ideal candidate for the Impact Officer position possesses the following competencies:

Plans & Aligns Planning and prioritizing work to meet commitments aligned with organizational goals.	Manages Workflow Providing direction, delegating, and removing obstacles to get work done.	Strategic Mindset Seeing ahead to future possibilities and translating them into breakthrough strategies.
Resourcefulness Securing and deploying resources effectively and efficiently.	Builds Effective Team Building strong teams with a strong identity that apply their diverse skills and perspectives to achieve common goals.	Action-Oriented Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

THE IDEAL CANDIDATE (cont.)

Additional Qualifications

- Deep understanding of racial equity, anti-racism, and social justice principles, with experience applying them in program design or leadership.
- Experience coordinating or managing programs, with a focus on operational efficiency and strategic cohesion.
- Experience in program evaluation systems and tools and leveraging data to craft compelling narratives for funders and key stakeholders.
- Strong leadership skills, with a track record of managing teams and fostering collaboration and professional growth.
- Leadership experience, including supervising staff or leading cross-functional projects in a dynamic environment
- A collaborative and adaptable personality who thrives in a dynamic environment with diverse responsibilities.
- Personable with strong relationship-building skills and the ability to work in coalition with funders, community organizations, and partners.
- Ability to lift and carry items weighing up to 25 lbs and participate in light outdoor activities as needed.

WHO WE ARE

Work Environment

The open buffalo team comes from a very diverse background of lived and work experiences. Friendly team atmosphere, where supporting each other's physical, and emotional well-being is an important part of the work. The position is mostly in office. 2 remote days. Access to reliable transportation would be an added bonus, certainly not necessary. Light travel locally. Some travel across the state and nationally will be necessary, no more than quarterly.

Our Commitment to Diversity, Equity, & Inclusion

Open Buffalo values diversity and inclusion throughout our city and within our organization. People of color, women, LGBTQI individuals, people with disabilities, and formerly incarcerated people are encouraged to apply.

COMPENSATION AND BENEFITS

Salary

\$90,000 - \$100,000

Benefits

- 95% employer coverage Health Insurance through Highmark/Blue Cross Blue Shield
- Vision & Dental Insurance through Guardian
- 21 days of vacation & 10 days of sick leave
- PTO for the following Federal Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving, day after Thanksgiving, Christmas.
- Headquarters located in the heart of the Black renaissance community on Jefferson Ave!



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.

Yasmine Coccoli
Talent Consultant
ycoccoli@drgtalent.com

Lori Clement
Partner
lclement@drgtalent.com

[Submit an application](#)