

<b>Job Title:</b>	Executive Director	<b>Department:</b>	NA
<b>Office Location:</b>	2495 Main Street, Suite 438 Buffalo, NY 14214	<b>Position Type:</b>	Full Time, Full Benefits, Exempt, Non-Bargaining Unit
<b>Date Posted:</b>	3/31/2021	<b>Posting Expires:</b>	4/21/2021
<b>Applications Accepted By:</b>			
<b>E-MAIL: <a href="mailto:JOBS@WNYCOSH.ORG">JOBS@WNYCOSH.ORG</a></b> <b>LIST SUBJECT AS: WNYCOSH EXECUTIVE DIRECTOR</b> Please include cover letter, resume, and 3 references. Incomplete applications will not be considered.		<b>MAIL:</b> WNYCOSH 2495 Main Street, Suite 438 Buffalo, New York 14214	
<b>Job Description</b>			
<p>The Western New York Council on Occupational Safety and Health (“WNYCOSH”) is seeking a new Executive Director. WNYCOSH advocates for safe and healthy working conditions for all workers, conduct training and educational programs on workplace safety for workers and unions, and educates the public on worker safety and health issues and workers’ rights.</p> <p>The Executive Director provides the organization with overall strategic direction, management, and leadership. In addition, the Executive Director will coordinate policy advocacy that promotes better worker safety and health conditions. The Executive Director represents the organization before the public and the media and has the primary responsibility for procuring funding for the organization. The Executive Director works closely with a team of staff, reports to the Board of Directors, and coordinates all WNYCOSH projects including the WNYCOSH Worker Center.</p> <p>The successful candidate will be able to honor the history of WNYCOSH while updating the organization’s mission to meet the needs of all workers in WNY. The candidate must also have a proven ability to work both independently and collaboratively with paid and volunteer stakeholders of the organization.</p> <p>Specific responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Overseeing the development and implementation of the organization’s overall policy advocacy agenda, in conjunction with other staff, the Board, and allies.</li> <li>• Facilitating the work of WNYCOSH’s staff of 3-6 employees and consultants.</li> <li>• Participate in collective bargaining agreement on behalf of organization. Responsible for administering CBA on behalf of the organization.</li> <li>• Managing the organization’s finances, in conjunction with the Financial Administrator and Treasurer.</li> <li>• Maintain official records and documents, and ensure compliance with federal, state and local regulations.</li> <li>• Ensuring that the organization meets all its obligations to existing funders—submitting timely written financial reports documenting activities and ensuring compliance with all grant requirements.</li> <li>• Grow the funding base of the organization through fundraising and governmental and non-governmental opportunities.</li> <li>• Coordinating and implementing the organization’s communications plan with staff.</li> <li>• Working with staff to meet the programmatic and fiscal goals of the organization.</li> <li>• Developing, maintaining, and supporting a strong Board of Directors and ensuring that the Board is kept fully informed.</li> <li>• In collaboration with the Board of Directors and staff, representing WNYCOSH before government agencies and other parties.</li> <li>• Overseeing financial management of government and foundation grants to ensure that all expenditures are properly accounted for and reported.</li> <li>• Providing leadership and vision to continue building the base of the organization that includes unions, workers’, workers’ rights activists, and community allies.</li> </ul> <p><b>Position Requirements</b></p> <p>The Executive Director must be committed to WNYCOSH’s mission and vision of building a powerful worker movement for social change.</p>			

The ideal candidate will demonstrate experience and qualifications that include:

- At least ten years of experience in workers' rights and/or social justice advocacy preferred.
- At least five years of experience in non-profit financial management preferred. Past experience managing in an environment governed by a negotiated collective bargaining agreement preferred.
- Proven track record of grant fundraising experience.
- Excellent written communication skills including organizational correspondence, educational materials, policy analysis, and media communications.
- Proven success advocating for progressive policy change.
- Staff management and coordination experience.
- Demonstrated success writing and administering state, federal, and foundation grants.
- Experience in the field of occupational safety and health or related workers' rights issue preferred.
- Experience in adult education and training and program evaluation.
- Ability to work cooperatively in worker advocacy coalitions.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Demonstrated experience working with diverse communities, including refugee and immigrant communities.
- Demonstrated ability to work with labor unions and union members.
- Past success working with a Board of Directors.
- Ability to work effectively in a cooperative, non-traditional, team environment.
- Expert computer skills including Macintosh platform, MS Office, Quickbooks, Creative Cloud, iWorks and iLife