

v. March 2023

**Coordinator of The Richardson Center Corporation and  
Lipse Architecture Center Buffalo  
Job Description**

**Position & Background**

The Coordinator will have a critical role supporting all project and operational activities of the Richardson Center Corporation (RCC) and the Lipsey Architecture Center Buffalo (LACB) - two closely-tied not for profit organizations.

The RCC oversees the re-development and re-activation of the Richardson Olmsted Campus, the National Historic Landmark originally known as the Buffalo State Asylum for the Insane. Designed by one of America's premier architects, Henry Hobson Richardson, in concert with the famed landscape team of Frederick Law Olmsted and Calvert Vaux, the state facility was created to provide state-of-the-art care (as crafted by Thomas Story Kirkbride) for people with mental illness.

The Richardson Olmsted Complex is a long fought for and celebrated part of Buffalo's economic and cultural revival. Widely considered to be one of Buffalo's most important and beautiful buildings, this National Historic Landmark — one of only 2,500 in the United States — is the largest of Richardson's buildings and one of the largest historic preservation projects in the country.

The Lipsey Architecture Center Buffalo (LACB) explores excellence in architecture and city planning as demonstrated by Buffalo's outstanding architectural heritage. Located on the Richardson Olmsted Campus, the LACB will provide orientation, prompt inspiration, and serve as a gathering place to launch new ideas related to architecture, landscape, and design. Through exhibitions, tours, programs, and outreach, the LACB engages the public in Buffalo's architecture, landscape design, and urban planning, and its role in culture and design literacy. The individual will report to the President of the RCC / Executive Director of the LACB.

**Competencies**

- Entrepreneurial, energetic, imaginative, well-organized and capable of functioning effectively in a very independent role.
- Experience and excellent skills in non-profit management, program development, coalition-building and resource development.
- Ability to establish and nurture a wide range of key relationships.
- Demonstrated organizational, problem-solving and troubleshooting skills.
- Experience and track record in development and fundraising.
- Bookkeeping and financial management skills required to create and maintain sound budgets.
- Excellent oral and written communication skills, including public speaking and presentation skills.
- Broad knowledge of historic and current local, national, and international events and themes in architecture, infrastructure, cities, urban history, preservation, planning, livable communities, and design literacy.

## **Qualifications**

- Minimum of a Bachelor's degree (or equivalent experience) required in a related field such as Urban Planning, Business Management, Not for Profit Management, Architecture, Historic Preservation, Museum Studies, or Architectural History.
- Two to 5+ years of employment history in non-profit or related arts and culture sector.
- Prior experience working with a non-profit Board of Directors preferred.
- Proficiency in Microsoft Office suite required.

## **Duties and Responsibilities**

### ***Leadership and Organizational Development***

- Act as a spokesperson for the organizations, interfacing with a broad constituency, including: Hotel staff, developers, consultants/contractors, elected officials, community leaders, charitable foundations, donors, corporate sponsors, the media, membership, volunteers, the architecture and design community, national architecture organizations, and the public.
- Develop a strong working relationship and partnership with both Boards of Directors and Board Committees.
- Foster relationships with the Richardson's neighbors, including the Buffalo Psychiatric Center, Buffalo State College, the Elmwood Village, and the West Side.

### ***Financial Management***

- Day-to-day bookkeeping to ensure a well-managed financial position of the organizations.
- Assist with the preparation of realistic budgets to support organizational goals and ensure operation within budget.
  - Assist with annual operating budget for property management expenditures.
  - Assure adequate control and accounting of all funds.
  - Prepare regular financial statements and provide comprehensive fiscal planning information to the Boards.
- Assist with negotiation and oversight of contracts.
- Support the development and execution of multifaceted revenue generation and fundraising plan with the Boards.

### ***Development***

- Establish positive relationships with government, foundation, and corporate funders, including individual donors.
- Assist with research and preparation of grant proposals.
  - Provide timely reporting and ensure compliance as required by grant award documentation.
- Maintain the organization's donor database, ensuring timely and accurate data entry.
- Conduct ongoing community outreach to advance project implementation.
- Coordinate and implement annual appeal for RCC and LACB.

### ***Programming, Exhibition Development and Management -***

#### **In conjunction with staff and committees**

#### ***For the LACB:***

- Assist with the development of an annual schedule of public programs for the LACB, including lectures, debates, courses, workshops, symposia, and tours to successfully sustain the LACB and promote it as a leader in public education on topics of architectural design literacy.
- Assist with the development and installation of exhibitions to carry out the Board's vision.
- Assist with planning and executing all communications, outreach, marketing and public relations efforts.
- Support the administration of social media and the website, including building online content to support exhibitions and public programming for web-based audiences.

#### ***For the RCC:***

- Support reuse stabilization, planning and implementation activities, achieving redevelopment goals in a consistent, timely and cost-effective manner.
- Assist with development and execution of program activities/public events at the Richardson including South Lawn programming.
- Participate in public relations, including media relations and social media.

***Administration***

- Identify and retain consultants and attract volunteers to ensure sustainability of the organizations, encouraging productivity and enthusiasm.
- Provide oversight and resources for and participate in meetings of the Boards and committees.
- Other duties, as assigned.

**Compensation**

- Health care contribution
- 403b plan with matching