



Metro Community Development Corporation dba Delavan-Grider Community Center

Job Title: Assistant Director

Location: 877 East Delavan Avenue, Buffalo, NY 14215

Employment Type: Part-Time, Exempt

Schedule: 25 hours per week

Compensation: \$30,000 annually

Reports to Executive Director

Description: The Assistant Director (AD) provides strategic leadership and daily oversight for Metro Community Development Corporation (MCDC), dba the Delavan-Grider Community Center (DGCC). Working collaboratively with the Executive Director (ED), the AD focuses on operational and programmatic responsibilities, while also assisting the ED with organizational strategy, financial sustainability, fundraising, and external relations.

The AD partners closely with the Executive Director and staff to ensure the organization's mission is advanced through effective daily operations and clear communication.

Key Responsibilities

Program Oversight & Community Engagement (Shared)

- Provide executive oversight of community center programs and initiatives, in coordination with the Executive Director.
- Support community engagement efforts and ensure programs remain responsive to neighborhood needs.
- Maintain relationships with key community partners, stakeholders, and residents.

Financial Management & Fund Development (Shared)

- Oversee organizational finances, including budget development, financial monitoring, and reporting to the Board in collaboration with the Executive Director.
- Collaborate with the Executive Director and Board on fundraising, grant writing, and revenue diversification and ensure compliance with grant, contract, and funder requirements.



Operations & Administration (Shared)

- Share responsibility with the Executive Director for effective day-to-day operations of the Delavan-Grider Community Center.
- Ensure organizational policies, procedures, and systems are in place and followed.
- Work diligently to ensure all spaces are accessible and safe for community members.
- Maintain compliance with federal, state, and local nonprofit regulations.

Staff Leadership & Supervision (Shared)

- Support the Executive Director with supervision of senior staff, vendors, and/or consultants.
- Promote a positive, collaborative, and inclusive organizational culture. Work collaboratively with the Executive Director to complete annual staff
- performance evaluations and professional development planning.

Division of Responsibilities

The Executive Director and Assistant Director operate as a leadership team. Specific duties may be adjusted over time to reflect organizational needs, with the Executive Director maintaining primary responsibility for strategic direction, board relations, financial oversight, and external relations, and the Assistant Director focusing primarily on program implementation, operations, and on-site management.

Working Conditions

- Part-time position averaging 25 hours per week.
- Some evening or weekend hours may be required for meetings or community events.
- Work is primarily based at the Delavan-Grider Community Center, with some remote work and local travel.

Metro Community Development Corporation is an Equal Opportunity Employer and encourages applications from individuals who reflect the diversity of the community it serves.

Please submit your resume and coverletter for consideration to metrocdc877@yahoo.com.