



JOB POSTING

Position Title: Chief of Staff
Department/Division: Administration

Reports To: President and CEO
Status: Full-time, Exempt

Overview:

The Buffalo Museum of Science and Tifft Nature Preserve (operated by the Buffalo Society of Natural Sciences) seeks a highly strategic and systems-oriented Chief of Staff to partner closely with the President & CEO. This role aligns people, priorities, and processes to ensure effective execution of the organization's mission and long-term strategy. Operating across people, culture, and executive leadership support, the Chief of Staff builds core organizational systems while driving accountability, coordination, and momentum across key initiatives.

The Buffalo Society of Natural Sciences is at a moment of exceptional momentum and opportunity, as the Buffalo Museum of Science and Tifft Nature Preserve deepen their commitment to science learning, engagement, and community connection. This progress is underscored by significant recent milestones, including more than \$10 million invested to enhance accessibility at Tifft, as well as historic preservation efforts and new exhibit development at the Museum. In 2025, the organization achieved reaccreditation from the American Alliance of Museums, the field's most prestigious accrediting body, further affirming its commitment to excellence, accountability, and public trust.

Building on this strong foundation, the organization is advancing a bold vision while strengthening alignment, accountability, and collaboration across functions. The organization is currently engaged with an architectural and design partner to lead master planning efforts. Over the next year, the organization expects to build on this momentum by moving quickly into a comprehensive feasibility study and advancing design work that will shape the next phase of transformation.

As the Buffalo Society of Natural Sciences advances this ambitious vision, the Chief of Staff will serve as a key leader in positioning the organization to achieve critical milestones.

Essential Responsibilities:

People and Culture

- Build and lead a comprehensive HR function that supports a consistent, high-quality employee experience across the full employee lifecycle.
- Design and implement a standardized hiring framework, including job descriptions, compensation ranges, interview processes, and candidate evaluation tools
- Oversee the full employee lifecycle, including hiring, structured onboarding (with 30–60–90 day integration), and offboarding processes
- Build foundational HR systems, policies, and infrastructure
- Exercise authority to address employee concerns, resolve workplace issues, and issue corrective counseling in alignment with organizational policy
- Review and advise on termination recommendations, ensuring consistency, fairness, and compliance
- Manage the organization's employee benefits program, including vendor coordination and plan administration
- Serve as backup for payroll functions, ensuring accuracy and continuity of operations

- Lead professional development and management coaching to strengthen leadership effectiveness
- Support employee relations and performance management, including conflict resolution and manager guidance
- Ensure compliance with employment laws and best practices

Advisor to the President and CEO

- Serve as a trusted strategic confidant and highly visible extension of the President & CEO within the organization
- Act as a strategic partner, helping shape organizational direction and priorities
- Provide insight and candid feedback, constructively challenging assumptions to strengthen decision-making
- Maintain visibility into key initiatives and issues to support informed, timely decisions
- Collaborate to shape executive communications, ensuring clarity and consistency in messaging
- Operate with strong initiative, anticipating challenges and bringing forward proactive solutions
- Identify strategic risks and misalignment, ensuring early visibility and response
- Serve as a bridge between leadership and staff, reinforcing direction while elevating feedback
- Provide direct support to the President & CEO in advancing board relations and governance initiatives
- Optimize the President and CEO's calendar to align with strategic goals, key initiatives, and organizational priorities

Education, Experience, Skills, and Qualities Required:

Qualifications (Required):

- Bachelor's degree in a related field
- 7–10+ years of experience in leadership, HR, operations, or project management
- Experience building systems or functions from the ground up
- Demonstrated success leading cross-functional initiatives
- Strong knowledge of HR practices, including employee relations and compliance
- Excellent communication and facilitation skills

Preferred:

- Experience in nonprofit or mission-driven organizations
- Advanced degree (MBA, MPA, or related field)
- Relevant certifications (e.g., SHRM)

Leadership & Influence

- Serves as a cross-functional integrator, driving coordination and alignment across departments
- Builds trust through clear communication, effective facilitation, and consistent follow-through
- Promotes a culture of accountability, alignment, and continuous improvement
- Combines strategic thinking with disciplined execution
- Designs systems that enhance organizational effectiveness
- Leads projects with strong accountability and outcome ownership
- Coaches and develops talent to strengthen individual and team performance
- Communicates with clarity and influences stakeholders at all levels
- Applies structured problem-solving with agility and adaptability

Physical Demands and Work Environment

- Working at a computer for extended periods of time.

- Listening and speaking on the phone frequently.
- Must be able to communicate effectively with other employees.
- Occasional need to move files or office supplies, weighing up to 10 lbs.
- **This position requires in-office work and is not eligible for a remote working arrangement.**

Interested Applicants:

The Buffalo Society of Natural Sciences has retained TalentRise, a talent acquisition and workforce solutions firm, to assist with this search. TalentRise specializes in executive search, leadership development, and broader workforce management strategies that help organizations attract, develop, and retain top talent. Inquiries, nominations, and applications should be directed to Barbara Strother, who is leading the search. All inquiries will be kept strictly confidential. Ms. Strother can be reached at strotherb@aleroninc.com.

Equal Opportunity Employer:

The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.