



POSITION PROFILE

President & Chief Executive Officer

TechBuffalo

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TalentRise, Inc.
An Aleron Company
500 Pearl Street, Suite 800
Buffalo, NY 14202
talentrise.com



About TechBuffalo

Fostering our tech ecosystem is a core economic development strategy for the WNY region and top-tier talent is the most critical asset of a thriving tech ecosystem. TechBuffalo's mission is to support this economic development strategy through the cultivation of a sustainable, inclusive, and accessible tech community that improves our region's ability to attract, retain, and foster tech talent.

Operating at the core of WNY's tech ecosystem, **TechBuffalo connects talent, companies, and community to collectively build a stronger tech ecosystem.**

The organization does this work by:

- Building inclusive tech community through ecosystem activating events, outreach, and engagement that strives to inspire new technologists and retain great talent locally.
- Connecting stakeholders (e.g., companies, tech trainers/educators, and community partners) across the tech ecosystem to foster greater collaboration, connectivity, and partnership.
- Providing resources and data to empower our community to navigate the tech ecosystem; and
- Developing key programs that retain and foster tech talent to enable the creation of a more robust and inclusive tech talent pipeline.

TechBuffalo believes tech has the power to transform people, companies, and communities. We are driven to make WNY home to top-tier tech talent that propels our innovators, entrepreneurs, and companies. And we share a passion for leveraging the barrier breaking power of tech to create equitable and inclusive community prosperity for this generation and those that follow.

TechBuffalo was founded in 2020 as a 501(c)(3) organization. It is supported by an experienced Board of Directors representing industry, education, and community and has raised \$4,000,000 in seed funding. The current TechBuffalo President & CEO, Sarah Tanbakuchi-Ripa, has served in this leadership capacity for two years and has been an executive on loan from M&T Bank. During her time in the role, she has built a strong organizational foundation for TechBuffalo, recruiting and developing a capable team, launching key programs that have broadened the organization's reach and impact, and scaling operations. She has transformed TechBuffalo into a prominent, community focused organization charged with elevating our region's tech profile. As planned, her tenure concludes in 2024 and the TechBuffalo board is seeking the next TechBuffalo President & CEO who will serve as a dynamic and visionary leader who will propel the organization forward into its next phase of scale and impact.

Learn more at techbuffalo.org.





Job Purpose

The incoming President & CEO will lead TechBuffalo through complex political, social, and organizational challenges in pursuit of a clear goal: cultivating tech talent in Western New York. This leader will be charged with charting a course of growth and sustainability. That includes building internal capabilities, key partnerships, and financial durability. In addition to driving daily operations, the President & CEO will shape the organization's vision and every aspect of the strategy that brings it to life.

Essential Duties and Responsibilities

LEARN

- Maintain a sharp understanding of the Western New York workforce environment, economic trends and company needs for technology skills. Accomplish this by constantly communicating with a wide range of employers as well as organizations involved with workforce development.
- In partnership with the TechBuffalo Board of Directors, ensure the organization's strategic plan is aligned with community needs. Identify opportunities, navigate challenges and make timely calibrations to stay focused on the mission.

BUILD

- Craft plans and programming that bring the strategic plan to life. Identify key metrics that will be used to measure success.
- Grow the team that executes these plans at a high level. Develop the existing staff to reach its full potential, offering support to achieve changing needs. Attract the right talent that is both capable and reflective of the community.
- Cultivate revenue streams that plug into a responsible budget to ensure impact, efficiency and long-term organizational sustainability.

EXECUTE

- Run all daily operations in accordance with the best practices of a community-focused nonprofit.

- Ensure the organization acts with uncompromising ethics. Foster a collaborative culture of respect and integrity.

COLLABORATE

- Establish and strengthen productive partnerships with community stakeholders that share a commitment to TechBuffalo’s mission. This includes employers, the public sector and organizations involved in philanthropy, education, workforce development, entrepreneurship and technology.

COMMUNICATE

- Be a loud and proud ambassador of TechBuffalo and its mission. Seize all chances to evangelize the importance of developing the tech workforce in creating economic opportunity. Specifically, speak to community and professional groups; meet regularly with all stakeholders; and build productive relationships with business leaders and the news media.
- Ensure that TechBuffalo and its mission reach all the audiences that can benefit from or support the organization’s mission. Create and execute a thorough integrated marketing plan that leverages analog and digital platforms to engage the community and raise awareness.
- Communicate regularly with the staff and board of directors to provide updates on progress, opportunities and obstacles. Provide frequent forums for gathering meaningful feedback.

MODEL

- Ensure that TechBuffalo leads by example in promoting equity in all it does. Prioritize inclusion in all decisions, from hiring to programming.



Qualifications and Skills

- Minimum of five years of progressively responsible business operations and management experience in a leadership role.
- A visionary leader with demonstrated ability to set strategic vision and develop plans to execute in meeting that vision.
- Strong leadership skills, including negotiating, problem solving, decision making, organizational development, and delegation.
- Entrepreneurial with agility, creativity, and a hands-on leadership mentality
- Effective communication skills to engage a variety of stakeholders to gain buy-in on the mission of the organization.
- Ability to be conversant with a variety of stakeholders on topics ranging from tech careers, skills, certifications, and the broader tech industry.
- Strong communication skills, both oral and written, and an ability to speak effectively and persuasively to groups and individuals.
- Past success working with a Board of Directors or Board of Advisors, with the ability to cultivate existing and new Board member relationships.
- Experience working collaboratively with diverse constituent stakeholders and advancing diversity and inclusion as part of the organization's strategy and execution of its various programs.
- Self-motivated, with excellent organizational management skills and the ability to achieve TechBuffalo's strategic objectives.
- Aptitude for undertaking large-scale projects and cultivating personnel expertise.
- Ability to effectively forecast and manage budgets.

More Information

TechBuffalo is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Salary range for role is \$150,000 - \$180,000 annually. Please note that final compensation will be determined based on the applicant's relevant experience, skillset, market demands and other factors as permitted by law.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment and software to perform daily tasks. (MS Office, HubSpot, Canva, project management software, etc.)

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to

stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Travel:

A moderate amount of business travel may be required to represent TechBuffalo, as business needs dictate.

For additional information about this opportunity, please contact:

Jennifer Seal
Senior Talent Consultant
sealj@talentrise.com
m: 248.797.5894

Peter Petrella
Practice Leader
petrellap@talentrise.com
m: 716.860.4485