



WNY WOMEN'S FOUNDATION

Knowledge Management Coordinator

Part-Time (20 hours per week)

Position Summary

The WNY Women's Foundation (WNYWF) strives to be a voice for women, grounded in data we drive solutions to advance gender equity and move Western New York forward. This is a part-time position (20 hours/week) that identifies, interprets, synthesizes and packages relevant data to support our work.

Reports and Responsible To: Director of Development and will work closely with the WNY Women's Foundation CEO and Communication and Advocacy staff and Board committees as well.

Essential Functions - Duties and Responsibilities:

- The Knowledge Management Coordinator (KMC) will lead efforts to make the WNYWF the go-to source for data and information on issues impacting the status of women in our community and beyond. The person assuming this role is responsible for ensuring that the WNYWF's data-driven work is credible, relevant, and actionable to a variety of stakeholders.
- The KMC will collect, interpret, synthesize, and distill information about women's economic self-sufficiency from multiple sources to help present the strongest case for these issues in various settings (presentations, speeches, community initiatives, policy and advocacy work, grant applications, etc.).
- The KMC will develop data management systems, collect program evaluation data using both quantitative and qualitative methodologies, analyze data, and create data visualizations, reports, white papers, and/or policy briefs.
- The KMC will cultivate and manage a library of related articles and publications and regularly update the WNYWF website for community access to research, data, and statistics on the status of women.
- The KMC will identify and investigate potential grant opportunities for the WNYWF and participate in crafting grant applications.

Preferred Qualifications:

- Bachelor's degree required. Advanced degree preferred.
- Relevant experience in research, data collection, data analysis, and/or program evaluation.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with staff, leadership, and community partners.
- Strong analytic, problem-solving, and planning skills.
- Self-reliant and results-oriented. Ability to make decisions in a changing environment and anticipate future needs.
- Excel, Word and PowerPoint proficiency a must.

- Ability to apply an intersectional lens (gender, race, place, ethnicity, sovereignty, socioeconomic class, age, disability, LGBTQ+, immigration status) to ensure the WNYWF's commitment to diversity, equity, inclusion.
- Commitment to gender and racial equity and passionate about the WNYWF mission.
- Demonstrated initiative and a solution-focused attitude while positively contributing to our team work environment.
- Ability to make judgments and complete assignments independently, professionally, efficiently, and in a timely manner.

WNY-based Candidates preferred.

The above statement is not to be considered an exhaustive description of the duties which may be required in the position.

Requirements Necessary to Preform this Job

- Must be willing and able to work and attend events on evenings and weekends as needed as a team member where needed.
- Access to reliable transportation to travel across WNY.

Compensation and Benefits:

- Hourly rate, up to \$25 hour, commensurate with experience.
- Flexible hours. Hybrid work (will consider fully remote for this position with occasional in-person team meetings).

Qualified candidates are encouraged to apply immediately. To apply, please email a letter of interest including salary requirement, resume, writing sample and 3 references to: resume@wnywfdn.org. **Indicate position title in SUBJECT line.** WNYWF strongly encourages people of color, LGBTQ individuals, people with disabilities, and members of under-represented communities to apply. Applications will be considered until the position is filled.