



WNY WOMEN'S FOUNDATION

## Special Projects Coordinator

### Position Summary

The WNY Women's Foundation (WNYWF) is actively seeking a strategic project management coordinator to take charge of high-impact initiatives with energy, independence, and integrity. This pivotal role involves overseeing and executing special projects and events, requiring strong project management skills and a keen focus on achieving successful outcomes.

### Reports and Responsible to:

The Special Projects Coordinator will report directly to the CEO, working collaboratively with the Director of Development, WNYWF staff, and Board committees. This role offers a unique opportunity to leverage advanced project management expertise in driving the Foundation's mission and vision through successful project execution.

### Essential Functions: Duties and Responsibilities

- Special Projects
  - Provide proactive communication and conduct/attend meetings with organizational partners to represent the WNYWF mission, vision, and project direction
  - Expediently become familiar with information related to each project, grant, or initiative and develop and execute comprehensive project plans

### Project Areas:

- Advocacy
  - Facilitate stakeholder meetings, oversee project needs and deadlines, and ensure successful project delivery related to the mission of WNYWF
  - Voter Education Initiatives
    - Develop and implement initiatives to educate and engage the community about issues impacting women, collaborating with stakeholders to promote civic participation
- Operations
  - Implement and manage efficient operational procedures
  - Intern Management
    - Recruit, coordinate, and manage intern-related activities
- Event Management
  - Take a lead or supportive role in planning and coordinating various events, including Board meetings, community speaker series, strategic events, advocacy meetings, and signature fundraising events
  - Attend Events Committee meetings and provide assistance to the Development team for signature events
- WNYWF Initiatives
  - Support work related to foundation initiatives such as women's economic mobility and women in leadership

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

## Preferred Qualifications

- Proven expertise in project management, demonstrating strong problem-solving skills
- Excellent organizational and multitasking abilities
- Ability to apply an intersectional lens (gender, race, place, ethnicity, sovereignty, socioeconomic class, age, disability, LGBTQ+, immigration status) to ensure the Foundation's commitment to diversity, equity, and inclusion
- Exceptional written, oral, interpersonal, and presentation skills
- Proven ability to collaborate effectively within a team, recognizing the big picture and contributing to collective success
- Strong interpersonal skills and experience fostering synergy across cross-functional teams
- Ability to make independent judgments and complete assignments efficiently
- Results-oriented, self-reliant, and adaptable to a changing project environment
- Proficiency in Excel, Word, PowerPoint, Canva, Constant Contact, and website editing
- Competencies: Detail-oriented, responsible, and collaborative
- Attributes: Big-picture thinker with strategic vision, critical thinking skills, impeccable judgment, and nimbleness in managing projects

## Requirements Necessary to Perform this Job

- Must be willing and able to work and attend events on evenings and weekends as needed

## Compensation and Benefits

- Hourly rate commensurate with experience. Salary range \$21-\$24/hour
- Full-time benefits include PTO, Bonus Days, NYS Paid Sick, 401K employer match, contribution towards health, vision, and dental
- 37.5-hour work week
- Regular hours
- Hybrid work

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](mailto: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.