



WNY WOMEN'S FOUNDATION

Development and Communications Coordinator

Position Summary

The WNY Women's Foundation (WNYWF) seeks an independent, detail-oriented, and organized individual with impeccable judgment and integrity to contribute to the financial sustainability of the organization.

Reports and Responsible To: Director of Development

Essential Functions: Duties and Responsibilities

The responsibilities of the Development and Communications Coordinator will include, but will not be limited to the following:

- Communications:
 - Lead a team of staff, Board and volunteer content experts to develop a yearly Communication Strategy.
 - Responsible for day-to-day social media content (Facebook, Instagram, Twitter, LinkedIn)
 - Design social media and event graphics in Canva
 - Assist with creation of promotional materials
 - Responsible for updating and maintaining the Foundation's website
 - Responsible for donor and volunteer correspondence, including thank you letters
 - Responsible for external communications, including emails and monthly e-newsletters
 - Responsible for planning and developing biweekly communications for the Board of Directors and Emeritae Advisory Board
 - Gather analytics for the website, social media, and e-communications
- Development & Events:
 - Cultivate and maintain relationships within the community
 - Offer support to third-party fundraisers
 - Assist with grant identification, writing, and tracking
 - Recruit and coordinate volunteers for events
 - Solicit mid-level donors and in-kind donations, including sponsorships
 - Act as Development & Communications and Events Committees Liaison (schedule meetings, prepare agendas, send materials, write minutes, etc.)
 - Assist with event planning and coordination
 - Assist with Donor Database Management, including data entry

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

Preferred Qualifications

- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with staff, volunteer leadership, and community partners.
- Experience with content development, particularly for social media
- 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, inclusion.
- Commitment to gender and racial equity, and a passion for the Foundation's mission.
- Demonstrated initiative and a solution-focused attitude
- Ability to make judgments and complete assignments independently, professionally, efficiently, and in a timely manner.
- Self-reliant and results-oriented. Ability to make decisions in a changing environment and anticipate future needs.
- Constant Contact, Hootsuite and DonorPerfect proficiency preferred
- Excel, Word, and PowerPoint proficiency are a must.
- Canva, knowledge of AP Style and video editing skills a plus

Requirements Necessary to Perform this Job

- Must be willing and able to work and attend events on evenings and weekends as needed.
- Access to reliable transportation to travel off-site and across WNY.

Compensation and Benefits

- Hourly rate commensurate with experience. Full-time benefits include PTO, Bonus Days, NYS Paid Sick, 401K, contribution towards health, vision and dental.
- 37.5 hour work week. Flexible hours. Hybrid work - must be able to work in the office three days per week.
- Pay Range: \$20-\$23/hour

Qualified candidates are encouraged to apply immediately. To apply, please email a letter of interest, including salary requirement, resume, writing sample and three references to: resume@wnywfdn.org. **Indicate position title in SUBJECT line.** The WNY Women's Foundation 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.