



Are you a driven professional, passionate about advancing women's leadership and creating equitable workplaces? Do you thrive in a mission-driven, collaborative environment?

Join The WNY Women's Foundation as the **Development and Communications Coordinator** and play a pivotal role in empowering women, fostering equity, and shaping the future of leadership in Western New York.

A LITTLE ABOUT US:

The WNY Women's Foundation is a nonprofit organization, dedicated to creating opportunities for women to achieve economic empowerment and gender equity. By addressing systemic barriers, we aim to inspire and support women at every stage of their journey, from education and career advancement to leadership development. Through advocacy, research, and innovative programs, WNY Women's Foundation collaborates with community partners to build a stronger and more equitable future for women, their families, and our region. Together, we're empowering women to drive change and thrive.

ABOUT YOU:

You are a reliable and organized professional with a proactive mindset and a passion for making a meaningful impact. You thrive in a team-oriented environment, working alongside a small group of passionate individuals dedicated to creating impactful change. Collaboration and a shared sense of purpose drive you to engage at the highest level, contributing your ideas, energy, and expertise to a collective mission.

You excel in building relationships, communicating ideas clearly, and bringing creativity to your work. With a strong sense of accountability, you are self-motivated and results-driven, committed to following through on tasks and ensuring their successful completion. Your background in communications, development, and event coordination equips you to manage complex projects, meet deadlines, and support the team in achieving its goals. Your dedication to impactful work and your ability to align with a shared vision make you an invaluable team player.

ABOUT THE ROLE:

As the **Development and Communications Coordinator**, you will play a pivotal role in driving the financial sustainability and mission of the WNY Women's Foundation. Working closely with a committed and dynamic team, you will amplify our mission through strategic communications, effective donor relations, and seamless event coordination.

This role requires a team-first mentality, as you will collaborate with colleagues to oversee communication strategies, manage day-to-day operations, and implement operational improvements. You will also foster partnerships within the community that align with the Foundation's goals. Your engagement, creativity, and dedication to impactful change will directly contribute to the success of the organization and its ability to make a lasting difference in the community. This role reports directly to the Director of Development.

Primary Duties and Responsibilities:

Communications:

- Lead the development of an annual Communication Strategy with input from staff, Board members, and volunteers.
- Create and manage engaging social media content across platforms with messaging that aligns with WNY Women's Foundation's mission.



- Regularly update and maintain the Foundation's website to ensure current and relevant content.
- Develop and distribute external communications, including emails, newsletters, event reminders, community outreach, and donor correspondence.
- Design and produce promotional materials for events, fundraising initiatives, and campaigns.
- Track and report on analytics for website traffic, social media, and email campaign performance.

Development and Stewardship:

- Build and maintain strong relationships with donors, community partners, and corporate sponsors.
- Prepare and send weekly gift acknowledgments to donors.
- Support process improvements to enhance organizational efficiency and impact.
- Act as the primary liaison for the Development & Communications, and Events Committees, managing meeting schedules, preparing agendas, distributing materials, and taking minutes.
- Collaborate with internal team members to ensure communication, event planning, and donor relations are cohesive and aligned with our overall strategic objectives.
- Manage donor database tasks, including data entry and acknowledgment of donations.
- Assist with the identification, writing, and tracking of grants.

Event Coordination:

- Coordinate day-to-day logistics for events, including scheduling, vendor communications, and material preparation.
- Lead logistics for both in-person and virtual events to ensure smooth execution.
- Manage volunteer coordination and recruitment for events.
- Support fundraising efforts, including soliciting donations, sponsorships, and in-kind contributions from individuals and organizations.

WHAT WE'RE LOOKING FOR:

CORE COMPETENCIES:

- A deep commitment to gender and racial equity, and the mission of WNY Women's Foundation.
- Excellent written and verbal communication skills with the ability to tailor messaging to diverse audiences.
- Commitment to diversity, equity, and inclusion with the ability to apply an intersectional lens (gender, race, place, ethnicity, sovereignty, socioeconomic class, age, disability, LGBTQ+, immigration status) to your work.
- Strong interpersonal skills, along with the ability to build relationships with donors, volunteers and community partners.
- Ability to handle multiple projects simultaneously, meet deadlines, and stay organized with checklists, calendars, and prioritization.
- Independent decision-making skills and the ability to anticipate needs in a fast-paced, dynamic environment.
- Creative problem-solving skills, particularly in the areas of social media campaigns, event planning, and donor outreach.

KEY QUALIFICATIONS

- Demonstrated initiative in generating new ideas, launching innovative marketing strategies, and successfully executing them.
- Experience with fundraising, grant writing, and donor database management is preferred.



- Proven ability to manage program and event planning from concept to execution with minimal supervision.
- Excellent communication, organization, and time management skills.
- Familiarity with workplace equity issues and intersectional approaches to leadership development.
- Proficiency with Microsoft Excel, Word, PowerPoint, and donor management software (DonorPerfect).
- Experience with Constant Contact, Hootsuite, Canva, Video Editing Software and AP Style is a plus.
- A solutions-focused, can-do attitude with a proactive approach to work.
- Must be able to work evenings and weekends for events and have reliable transportation for off-site travel across WNY.

SALARY & BENEFITS:

- \$42,000 – \$50,000 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 schedule after training.

The advertised pay range represents what we believe at the time of this job posting that we would be willing to pay for this position. Only in special circumstances, where a candidate has education, training, or experience that far exceeds the requirements for the position, would we consider paying higher than the stated range.

STAFF VALUES

Teamwork: We agree to work collaboratively and independently toward our common goal of advancing the mission of the WNY Women's Foundation. We commit to cultivating an environment of mutual dependability.

Respect: We agree to hold ourselves to a high standard of respect driven by empathy and open-mindedness. This will be displayed through our conduct, both internally and externally.

Transparency: We agree to foster an atmosphere where clarity, honesty, and openness is the center of our communication. We agree to seek out/provide the appropriate amount of information to make informed decisions with regards to our interactions and our work.

Introspection: We agree to self-evaluate our thoughts, feelings, actions, and work. We will hold ourselves accountable to the values of the foundation, which focus on building the possibility for others to live, grow, and lead to their fullest potential.

TO APPLY:

Candidates should send their resume and cover letter to resume@wnywfdn.org. For more information, please visit us at <https://wnywomensfoundation.org/>

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.