



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 **Leadership Program Manager** 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 dynamic, passionate professional who thrives on building meaningful relationships and driving positive change. With a proactive and creative approach, you excel at communication, follow-through, and connecting ideas with innovative solutions. You bring strong business acumen, presenting programs as valuable opportunities while pushing initiatives forward and leaving your mark. Reliable and accountable, you take pride in executing plans, meeting deadlines, task completion and showcasing the organization's impact.

A true team player, you are energized by working closely with a small, dedicated group of individuals who share your drive for meaningful change. You value collaboration, foster a supportive environment, and actively contribute to achieving shared goals. Understanding that collective effort leads to the most significant achievements, you are fully committed to supporting your colleagues and advancing the mission. Your dedication to the cause makes you an indispensable team member, ready to take this role to the next level with a shared passion for making a difference.

ABOUT THE ROLE:

The **Leadership Program Manager** leads and supports the WNY Women's Foundation's "ALL IN" initiative, which aims to make Western New York a premier place for women to live, work, and lead. This program engages businesses, community partners, and aspiring leaders to drive systemic change, build networks, and advance gender equity in leadership across sectors.

In this role, you'll collaborate with a passionate team, work closely with external stakeholders, and be at the forefront of initiatives designed to create transformative impact. As a central figure in this effort, your leadership and team-oriented mindset will be essential to fostering innovation and ensuring the program's success. This role reports directly to the CEO of WNY Women's Foundation.

Primary Duties and Responsibilities:

Program Leadership and Management

- Lead the overall management of programs, ensuring alignment with the mission to empower women through leadership development and economic mobility initiatives.
- Develop and implement programming that meets employer needs, highlighting the value of participation to businesses and organizations.



- Manage logistics for program delivery, including scheduling, tracking participants, speaker coordination, and organizing events to ensure a seamless experience.

Outreach and Relationship Building

- Foster relationships with stakeholders, employers, mentors, mentees, and community leaders to expand the program's reach and impact.
- Engage with aspiring leaders, professional women, and entrepreneurs to encourage participation in leadership development initiatives.
- Provide technical assistance, resources, and support to businesses and individuals participating in programs.

Sales, Marketing, and Advocacy

- Market, sell, and execute programs to drive engagement and expand employer participation.
- Collaborate with communications staff to manage the program's website, online presence, and marketing efforts.
- Advocate for equity-focused policies by developing educational resources and addressing barriers to women's leadership.

Event Planning and Execution

- Plan and execute impactful events, partnerships and mentorship initiatives.
- Coordinate all event details, including speaker management, room setup, and task delegation, ensuring exceptional experiences for all participants.

Data Management and Continuous Improvement

- Work with the Knowledge Management Coordinator to analyze data and provide insights on program performance and trends.
- Use data-driven approaches to inform program enhancements and share best practices with stakeholders.
- Monitor emerging trends and apply innovative ideas to elevate programs and achieve greater impact.

Creative and Proactive Innovation

- Bring creativity, initiative, and a forward-thinking mindset to evolve and expand programs, leaving a personal stamp and driving them to new heights.
- Execute tactical, hands-on tasks with precision, ensuring programs are delivered effectively and exceed expectations.

This role blends strategic vision with practical execution to empower women, foster leadership, and create lasting change in the Buffalo community and beyond.

WHAT WE'RE LOOKING FOR:

CORE COMPETENCIES:

- Strong organizational and time management skills to manage multiple projects, meet deadlines, and deliver exceptional results.
- Data-driven approach to properly develop, evaluate, navigate, and excel the "All In" program to the next level.
- Strategic relationship-building with businesses, individuals, and community partners to further strengthen our vision and goals.



- Ability to facilitate engaging conversations and learning opportunities with stakeholders.
- Strong foundation in diversity, equity, inclusion, and belonging strategies to remove barriers and strengthen the community.

KEY QUALIFICATIONS

- Passion for advancing women's leadership and driving social change.
- Demonstrate initiative by proactively generating new ideas, launching innovative sales and marketing strategies, and driving their successful execution.
- Experience taking program management and event planning from idea to execution autonomously.
- Excellent communication, organization, and time management skills.
- Familiarity with workplace equity issues and intersectional approaches to leadership development.
- Proficiency in and comfort with data management tools and Excel.
- Can-do attitude, with a proactive, solutions-focused mindset.
- Proven ability to cultivate relationships and foster collaborations.

EDUCATION:

- Bachelor's Degree required.

SALARY:

- \$45,000 – \$55,000 commensurate with experience.

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.

"ALL IN" MISSION

"ALL IN" collaborates with our community to invest in purposeful efforts to empower women and illuminate the pathways for women to lead. Data-driven, "ALL IN" takes an intersectional approach to advancing intersectional gender equity in Western New York through a comprehensive strategy to advance women's leadership. This initiative currently focuses efforts at employer, young aspiring leaders, elevating female entrepreneurs and nurturing CEO-level women leading.

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.



WNY WOMEN'S FOUNDATION



WOMEN LEADING.
COMMUNITIES SUCCEEDING.
an initiative of the WNY WOMEN'S FOUNDATION

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.