

Ralph C. Wilson, Jr. Communications Fellow (2-year position)

Allegany County Area Foundation

Position Location

Hybrid (physical location: Belmont, NY)

Application Deadline

11/30/2025

ABOUT THE ORGANIZATION

About the Allegany County Area Foundation:

The Allegany County Area Foundation (ACAF) seeks a thoughtful, hardworking, mature, and engaged individual to help us grow as an organization and support our efforts to serve the residents, communities, and nonprofits of Allegany County, NY.

Founded in 1983, ACAF serves Allegany County through management of 100 scholarship and grant funds. The organization is led by an active 13 member board of directors that represents a variety of occupations and Allegany County communities.

www.alleganycountyareafoundation.org

POSITION DESCRIPTION

The Communications Fellowship will engage an emerging leader with a unique opportunity to make meaningful contributions to Allegany County, NY, while gaining experience in philanthropy and the non-profit sector. The Communications Fellow will support the Allegany County (NY) Area Foundation (CMF) in implementing communication strategies and other activities and assist the four western New York Southern Tier Foundations in their collaborative marketing efforts.

The Ralph C. Wilson, Jr. Communications Fellow will also be a member of the Rural Philanthropy Fellows cohort, which is composed of 15 fellows - 12 Ralph C. Wilson, Jr. Rural Philanthropy Fellows and 3 Herrick Foundation Philanthropy Fellows.

What You'll Receive

In honoring a healthy workplace that offers competitive salaries, benefits and a supportive working environment. For this position, the salary is \$45,000. Benefits include a professional development allowance, health insurance, life insurance, short

and long-term disability insurance, paid time off, technology allowance, and a generous holiday schedule.

What Else You Should Know

The Communications Fellow will work onsite at the Allegany County Area Foundation (Belmont, NY) office three days a week and have the flexibility to work from home (or a remote location of their choice) the remainder of the week. There will be some in-person meetings and events the Fellow will be required to attend. The Communications Fellow will also have regular connections and training opportunities as part of a cohort of Rural Philanthropy Fellows from community foundations in western NY and southeast Michigan.

ACAF is a small, growing foundation and this position offers the right candidate exposure to all aspects of running a community foundation.

ACAF is committed to fairness and equal opportunity both through our work and within our workforce and welcomes inquiries and applications from interested persons of various backgrounds.

RESPONSIBILITIES

What You'll Do

- Manage ACAF website: write, edit and post articles, blogs, web content, event summaries and other materials.
- Copyedit board materials, grantmaking documents, and other internal and external materials.
- Produce e-newsletters, including managing and building subscriber lists.
- Manage ACAF Facebook page; identify additional social media platforms where a presence would be beneficial and establish ACAF in them; create engaging text, image and (potentially) video content; stay on top of current trends; facilitate online conversations; track relevant metrics.
- Provide design support for one-pagers, social media, marketing materials, etc.
- Conduct research in communications best practices (i.e., landscape scans) to help inform and enhance communications strategies.
- Contribute to communication-related and general research projects
- Support media relations, developing press releases and related content.
- Assist with ACAF scholarship and grant programs.
- Learn and occasionally assist in 'back office' activities – gift entry, running reports, etc. – all the functions involved in operating a small foundation.
- Assist with and occasionally attend ACAF board meetings.

- Participate in professional development activities as part of the Ralph C. Wilson Jr. Rural Fellows cohort.
- Duties may evolve somewhat in line with Fellow's interests and aptitudes and needs of the ACAF.
- Support the collaborative efforts of the four Southern Tier community foundations.
- Other duties as assigned.

Opportunities

- Hands-on experience in strategic communications.
 - Contribute to rural communities and the work of ACAF.
 - Gain an understanding of the challenges facing rural communities.
 - Experience philanthropy and gain exposure in the non-profit sector.
 - Develop skills and knowledge, supported by fellowship learning opportunities and a generous professional development budget.
 - Attend local and potentially national meetings and conferences as staff with staff responsibilities, but also to learn and participate.
 - Training opportunities.
 - Leave with one or more signature projects you created
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QUALIFICATIONS

We value knowledge from experience and education and seek candidates that exhibit a background in and or aptitude for communications; sincere interest in the non-profit and philanthropic sector; and the following:

Minimum Qualifications

A BA/BS and least two years of full-time professional experience in communications, media production, journalism, marketing, community service or public relations, or other relevant field.

-OR-

A master's degree in a relevant field and a year of full-time professional experience in communications, media production, journalism, marketing, or community services.

Desired Skills

A successful candidate will demonstrate:

- Skills and experience: Strong written and verbal communication skills; project management; familiarity with social media, experience with graphic design, photography and videography will be helpful.
- Characteristics: Mature, detail-oriented; teachable; proactive; consistent internal communicator; creative problem solver; flexible; organized; able to manage multiple projects; reliable and able to meet deadlines; interest in non-profit work.
- Abilities: Works well on a team, and independently; works positively with a variety of personality types; comfortable interacting with a diversity of people and cultures and demographics (from high schoolers to senior citizens).
- Able to protect confidential information and avoid conflicts of interest.
- Willingness to travel within the state and regionally, and potentially nationally to attend meetings and conferences.
- Ability to represent ACAF positively to peers, other foundations, and the public.
- Proficiency in Microsoft PowerPoint, Word, Excel, and Outlook,
- Proficiency with Adobe products, videography, and/or podcasting is a plus.

Physical and Mental Activities and Requirements:

- While performing the duties of the job, the employee is regularly required to talk and hear. The employee is frequently required to sit and use hands and fingers. The employee is frequently required to stand and walk around to perform the duties. The employee is occasionally required to stoop, kneel, or crouch. The employee may occasionally lift and/or move up to 50 lbs.
 - The employee may operate any or all the following: telephone, cellular telephone, copier, shredder, imaging equipment, computer, and printer.
 - This position may require travel by automobile and airplane.
 - The employee must be able to read and interpret documents, understand/follow complex written and oral instructions, be able to express themselves clearly/concisely, perform mathematical functions and handle multiple, concurrent tasks.
 - This position requires regular and predictable attendance.
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HOW TO APPLY

Application Process:

To be considered for this position, please send the following by Monday, November 30, 2025, to director@acafny.org

- A cover letter that explains your interest in the role and our organization, what you'll bring to the position, and when you would be available to start.
- Up-to-date resume
- A recent writing sample of 300-500 words
- Contact information for two work-related references.

Finalist candidates will be required to provide college transcripts and will undergo a background check (at ACAF's expense).

Thank you in advance for your submission. Due to the high volume of applicants, we can respond only to those who best match our needs. All correspondence will remain confidential.

About the Ralph C. Wilson Jr. Rural Fellows Program

Each two-year Fellowship offers a professional a unique opportunity to make meaningful contributions to either Michigan or New York philanthropy and the larger philanthropic community. This candidate could be an emerging or established leader who is passionate about entering the field of philanthropy and having an impact.

Through grant support made by the Ralph C. Wilson, Jr. Foundation and the Herrick Foundation, the Fellows will support and be employed by the community foundations to support their rural-focused efforts.

How Fellows Benefit as a Member of the Cohort: Beyond direct job experience, the Fellow will also benefit from being part of a larger cohort of Rural Philanthropy Fellows. The cohort will receive ongoing support from a group of philanthropic practice experts via the New York Funders Alliance (NYFA) for:

- Development of skills and knowledge, supported by the Fellowship Cohort learning opportunities and an individualized professional development budget.
- Tailored 1:1 networking support to explore potential career paths post-fellowship across the philanthropic sector and adjacent fields.

The Fellow will also benefit from attendance at local and national stakeholder meetings and conferences.

The Ralph C. Wilson, Jr. Foundation is a grantmaking organization dedicated primarily to sustained investment in the quality of life of the people of Southeast Michigan and Western New York. The two areas reflect the devotion of Ralph C. Wilson, Jr. to his hometown of Detroit and greater Buffalo, home of his beloved Buffalo Bills NFL team.

Prior to his passing in 2014, Mr. Wilson provided that a significant share of his estate be used to continue a life-long generosity of spirit by funding the Foundation that bears his name. Based in Detroit, the Foundation began with a grantmaking capacity of \$1.2 billion over a 20-year period, which expires January 8, 2035. This structure is consistent

with Mr. Wilson's desire for the Foundation's impact to be immediate, substantial, measurable, and overseen by those who knew him best.

For more information about the foundation visit www.rcwjrf.org. About the Herrick Foundation Founded in 1949, the Herrick Foundation seeks to empower and support organizations that strengthen communities and help people flourish. Our work is focused on underserved and overlooked communities in Southeast Michigan and communities where engaged family and Board members live. The Herrick Foundation is an invitation only grantmaker, funding anonymously in Housing, Lifelong Learning and Community Wellbeing.