



WNY WOMEN'S FOUNDATION

Are you a driven professional, passionate about helping women and our community to thrive? Do you excel 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 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 contribute to the WNY Women's Foundation's success. You thrive in collaborative environments and are energized by the opportunity to advance the mission of the organization.

ABOUT THE ROLE:

As the **Development and Communications Coordinator**, you will be a key contributor to the financial sustainability of the WNY Women's Foundation. This role will amplify our mission through strategic communications, effective donor relations, and seamless event coordination. You will oversee communication strategies, manage day-to-day operations, support operational improvements, and foster partnerships within the community that align with our goals.

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 (Facebook, Twitter, LinkedIn, Instagram), ensuring messaging aligns with the 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, thank-you notes, 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.



WNY WOMEN'S FOUNDATION

Development and Event Coordination:

- Build and maintain strong relationships with donors, community partners, and corporate sponsors.
- 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.
- Assist with the identification, writing, and tracking of grants.
- Support fundraising efforts, including soliciting donations, sponsorships, and in-kind contributions from individuals and organizations.
- Assist in organizing and executing WNY Women's Foundation events with support from staff and volunteers.

Administrative Support

- 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.
- Schedule meetings, prepare agendas, distribute materials, and take meeting minutes.
- Coordinate biweekly communications with the Board of Directors and other key stakeholders.
- Collaborate with internal team members to ensure communication, event planning, and donor relations are cohesive and aligned with our overall strategic objectives.

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.



WNY WOMEN'S FOUNDATION

- 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. Some evening/weekend required.
- 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 WORKING NORMS

Teamwork & Collaboration

We work together - and independently - with a shared commitment to advance the mission of the WNY Women's Foundation. As a small team, we depend on one another for support, clear communication, and follow-through. We ask for help early, share information openly, and celebrate each other's wins.

Respect & Care

We treat one another with empathy, curiosity, and generosity of spirit. We assume good intent, seek understanding, and engage in ways that reflect our mission. We honor different working styles, experiences, and identities, and we extend grace while holding high expectations.

Communication, Transparency & Accountability

We communicate directly, honestly, and clearly, using established channels to respond in a timely manner, keep one another informed, and share information openly to support shared goals. We offer feedback with care and receive it as an opportunity to learn and grow, follow through on commitments, and communicate openly about timelines, progress, and changing capacity. We take responsibility for our work and support one another, approaching challenges together with a focus on solutions.

Equity, Inclusion & Psychological Safety

We are intentional about creating an environment where every voice is valued. We name and interrupt bias,



WNY WOMEN'S FOUNDATION

invite perspectives that may differ from our own, and ensure that our internal culture reflects the equity we champion in the community. We create space where staff feel safe to ask questions, try new things, and raise concerns.

Respect for Time, Boundaries & Balance

We respect one another's time, both in and out of work, by preparing for meetings, adhering to scheduled times, participating fully, and documenting key decisions to keep our team aligned and reduce duplication. We honor boundaries and support balance by minimizing after-hours communication, protecting focus time, maintaining healthy work rhythms, and taking time off when needed, recognizing that respecting time is essential to both productivity and well-being.

Learning, Growth & Introspection

We embrace continuous learning - individually and collectively. We reflect on our work, seek opportunities to grow, and treat mistakes as opportunities for insight. We hold ourselves accountable to our mission, our values, and the potential we aim to unlock for others.

To APPLY:

Candidates should send their resume and cover letter to resume@wnywfdn.org.

For more information, please visit us at <https://wnywomensfoundation.org/>