



## Knowledge Management Officer

The Community Foundation for Greater Buffalo (Foundation) is seeking to hire a Knowledge Management Officer (KMO).

### POSITION SUMMARY

The KMO currently reports to the Vice President of Giving Strategies. The Community Foundation for Greater Buffalo (Community Foundation) is hiring a Knowledge Management Officer (KMO) to frame issues, highlighting critical community information and to detail the Foundation's various initiatives to key external audiences. Knowledge Management (KM), by its nature, is a growing and constantly evolving function at the Foundation. The KMO serves a critical support role for multiple teams who utilize data to accomplish the Foundation's overall mission. Based on an ongoing search for information, the KMO provides insight to solve community problems and enhances the Foundation's solid organizational and strategy design by providing information that allows for evidence based decision making.

### KEY RESPONSIBILITIES

- Development and management of internal and external information systems
- Determining data based indicators that measure strategic outcomes, including constructing and maintaining the infrastructure necessary to gather, and analyze those indicators for understanding and communicating our impact on the community
- Understand the key issues pertaining to the Foundation's strategic community goals, and framing those issues for communication to community partners, internal staff, national funders, other stakeholders and the citizens of Western New York (WNY).
- Identify best sources of information to measure progress toward defined strategic outcomes. This includes primary and secondary data analyses and reporting for management and the Board of Directors.
- Extract, capture/document, synthesize, derive insights and present information across multiple communication channels in ways that are easily comprehended by various target audiences (e.g., infographics, maps, charts, etc.).
- Communicate data internally to facilitate a shared learning environment at the Community Foundation

### QUALIFICATIONS

- Bachelor's degree, relevant backgrounds may include urban planning, public administration, government relations, business, economics, etc.
- Minimum of three years' experience (or equivalent) in the not-for-profit or related field (program evaluation, research design, socio-demographic analysis or project management)
- Agile research and analytical skills; fact-checking, statistics, technical writing, etc. Keen ability to quickly locate and determine relevant information from publicly available sources such as the U.S. Census Bureau and the U.S. Bureau of Labor Statistics
- Capable of presenting complicated information in an organized and proficient manner; infographics, maps, charts, etc.
- Able to work on multiple timeline-bound projects with multiple supervisors
- Experience in database management, data maintenance, program evaluation; outcomes, indicators, benchmarks,
- Employ persuasive writing skills to frame issues, supported by the use of visual data presentation and reporting through communications tools to deliver key messages to target audiences
- Strong interpersonal skills and demonstrated ability to establish and maintain effective relationships with persons of diverse backgrounds and organizations through the WNY community
- Experience in communicating in a persuasive, credible manner, in person, in digital settings, and in writing and presentations
- Computer proficiency in all Microsoft components along with good technology and computer presentation skills including the ability to apply software knowledge

**About the Foundation:**

The Community Foundation for Greater Buffalo, a 501(c)(3) organization, was established in 1919 to enhance and encourage long-term philanthropy in the Western New York community. The Community Foundation's mission is: Connecting people, ideas and resources to improve lives in Western New York. For over 95 years, the Community Foundation has made the most of the generosity of individuals, families, foundations and organizations who entrust charitable assets to the Community Foundation's care.

The Foundation is seeking a professional that is enthusiastic and dedicated to ensuring that the Foundation's community goals are met, within the following four priority areas:

- Improve educational achievement for students living in low-income households
- Increase racial/ethnic equity
- Enhance and leverage significant natural resources
- Strengthen the region as a center for architecture, arts & culture

For more detail about the Foundation's community goals see: <http://www.cfgb.org/invest-in-wny/>

The KMO advances these goals by working on the Foundation's various community leadership initiatives. See a sample listing of our community leadership initiatives at: <http://www.cfgb.org/leadership/>

**APPLICATION PROCEDURE**

We're looking for top talent: people who want to use their abilities to make a lasting difference. If that's you, then please send a cover letter explaining your interest in this position and what you would bring to the Community Foundation for Greater Buffalo. Send cover letter and resume as a single Word or PDF document via email to: [Jobs@CFGB.org](mailto:Jobs@CFGB.org). No calls please.

Application deadline: Open until filled.

The Community Foundation for Greater Buffalo is an equal opportunity employer that is committed to valuing diversity and practicing inclusion.