

Racial Equity Initiatives Associate

The Community Foundation for Greater Buffalo (Foundation) is seeking to hire a Racial Equity Initiatives Associate.

POSITION SUMMARY

Reporting to the Director of Racial Equity Initiatives (Director REI), the Racial Equity Initiatives Associate (REIA) assists by supporting the advancement of racial equity initiatives through internal and external communications, project management and meeting and event management. The REIA work supports the work of team members across the organization and the community. The REIA will be given key functions/tasks related to programmatic efforts of racial equity initiatives that are being led by the Director REI.

KEY RESPONSIBILITIES

- Assist with accomplishment of programmatic work and needed activities for racial equity initiatives
- Support the organization of meetings and events related to racial equity, involving external individuals, groups, or organizations
 - Record notes for workgroup and coalition meetings, file notes, send meeting notices, and keep attendance of meetings
 - Maintain files
 - Secure and setup meeting rooms, video conference calls and conference lines
 - Order food for meetings
- Arrange travel, registration, lodging, credit card authorizations and expense sheet for reimbursement for Director REI
- Daily monitoring and response for website – info@racialequitybuffalo.org
- Create content in collaboration with Communications Director and/or Director REI for daily posts on Social Media Outlets such as Twitter and Facebook, and update website as requested by Director REI
- Use project management tools in a standardized fashion, which includes, but is not limited to:
 - Assisting Director REI with maintaining project calendars and milestones so that projects stay on track according to pre-approved timelines
 - Create, maintain and update Excel spreadsheets
- Research, analyze and present complex information in written reports to Director REI
- Create and update PowerPoint presentations
- Create and update dashboards
- Assist Director of REI with the management of the Foundation's established cross-sector partnerships that engage public, private, and nonprofit institutions, as well as residents, in collective action efforts.
- Keep abreast of community issues in various community sectors

QUALIFICATIONS

- Minimum education: Bachelor's degree. Preferred education: Advanced degree in related or complementary field
- Advanced mastery of computer skills, including Microsoft Word, Excel, Outlook and PowerPoint and Adobe Acrobat
- Experience working in a professional business setting.
- Detail-oriented with the ability to manage multiple responsibilities simultaneously in an organized and flexible fashion.
- Able to work in fast-paced environment
- Able to comfortably adapt seamlessly without advance notice of assignment requests or changes
- Capable of exercising good judgment when it comes to problem solving and setting priorities
- Excellent organizational and workload prioritizing skills

About the Foundation:

The Foundation is a public charity dedicated to helping clients/donors make the most of their generosity. Our mission is connecting people, ideas and resources to improve lives in Western New York. For nearly 100 years, the Foundation has managed endowment funds for individuals, families and organizations, and is currently home to over 800 named funds. The Foundation has a very clear vision: A vibrant and inclusive Greater Buffalo region with opportunity for all.

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 and workforce readiness for students living in low-income households
- Increase racial/ethnic equity
- Preserve and restore significant environmental resources and promote equitable access
- Strengthen the region as a center for architecture, arts & culture

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 your resume and 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@CFGFB.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.