



Community Foundation
for Greater Buffalo

MAKE THE MOST OF YOUR GENEROSITY.

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 research, analysis, internal and external communications, project management and meeting and event management. The REIA works with employees across the organization and at times the community. The REIA could be given key functions/tasks related to the programmatic requirements and outcomes 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
- Provide support for racial equity meetings with internal and external groups, teams and community partners and entities
- Support the organization of meetings and events around racial equity topics, involving external individuals, groups, or organizations
- 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
- Research, analyze and present complex information in reports to Director REI
- Assist Director of REI with the preservation 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
- Comfortable in a business development setting and assisting in those activities
- 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 97 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 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/>

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. 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.