**WESTERN NEW YORK PUBLIC BROADCASTING ASSOCIATION**

WNED-AM, FM, TV - Buffalo/Toronto

**Position Description**

**Position Title:** Director, Foundation and Community Development

**Department:** Foundation and Community Development

**Reports To:** President & CEO

**Grade:** 22

**Status:** Full-Time, Exempt

**Position Summary**:

To oversee development of relationships with foundations, corporate giving programs, and government agencies; ensure payment and stewardship of major donor commitments to the capital campaign; serve as WNED liaison with PBS on program underwriting and funder recognition and to assist and support the work of other non-profits in the region.

**Responsibilities Include:** **% Time Spent**

* To oversee the development of grant proposals to local, **50%**

regional and national foundations, corporations, and

government agencies for funding projects and undertaking

of WNYPBA; and that the terms and conditions of grants

are being met within the organization, including final reports

on the execution of grants, as required by the grantor.

* To be the liaison with PBS for all discussions regarding program **10%**

underwriting and funder recognition.

* To assist in the design and implementation of capital solicitation **20%**

campaigns for major WNED projects.

* To assist and support the work of other non-profits in the region, **10%**

including development of collaborations with WNED and guidance

in the development and implementation of capital campaigns.

* Perform other assignments as assigned by the President & CEO and **10%**

the Executive Vice President and COO.

**Qualifications and Education Required**:

* Bachelors Degree
* Minimum five years experience in writing and communications, sales or fundraising with particular emphasis on grant writing for non-profit organizations.
* Strong writing, verbal, interpersonal and organizational skills essential.
* Knowledge of Microsoft Office Suite, PowerPoint, Access and Excel desirable.