Position Title: Manager, Foundation and Community Development
Reports to: Senior Director, Foundation and Community Development
Classification: Non-Exempt
Date: February 2020

I. Summary/Objective
This position is instrumental in raising grant support from foundations, corporations, and government sources which requires writing proposals for both unrestricted operating revenue and restricted projects. Reporting directly to the Senior Director, Foundation and Community Development and, as needed, to the President & CEO. This position is responsible for researching, writing, creating, and maintaining a robust library of organizational funding priorities, supporting the timely submission of grant proposals, stewardship reports and written correspondence.

II. Essential Functions
1. Responsible for conducting the full range of activities required to prepare, submit and manage grant proposals to foundation and corporate sources.
2. Collaborate across departments to research, collect information and draft well written materials including case for support, program narrative, objectives, budgets and impact reports as related to organizational funding priorities.
3. Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
4. Comply with all grant reporting as required by foundation/corporate donors. Maintain records in the Foundation drive and in paper files, including grant tracking and reporting for both foundation, corporate and other donors, as needed in US and Canada.
5. Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
6. Assist with stewardship to current donors, to provide regular written updates (newsletters, etc.) to corporate and foundation donors.
7. Serve as a member of the Annual Report team and provide development input for all written institution materials as needed and monthly Board newsletter.
8. Review grant-related materials provided by other departments to ensure conformance with funder parameters.
9. Assist with other fundraising projects as requested.
10. Maintain and update any and all WNYPBA Board materials as needed, including orientation handbook, rosters.
11. Attend President’s Staff and/or other meetings as department representative if needed.

III. Required Education and Experience
1. Bachelor’s degree in English or Communications preferred
2. 2+ years’ proven research and grant writing experience
3. Demonstrated understanding of non-profit financials and project budgeting
4. Strong organizational, critical thinking, and problem solving skills. Experienced at establishing priorities and managing competing deadlines.
5. Outstanding interpersonal, written, verbal, research, communication skills required
6. Excellent computer skills: PC literate, proficient with Word, Excel
IV. **Supervisory Responsibility**
This position helps to supervise the Development Coordinator in an informal fashion.

V. **Position Type/Expected Hours of Work**
This is a full-time position. Hours of work are Monday through Friday, 8:30 a.m. to 5:00 p.m., 40 hours per week.

VI. **Travel**
Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

VII. **Physical Demands**
This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

VIII. **Other Duties**
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

IX. **EEO Statement**
Buffalo Toronto Public Media is an Equal Opportunity Employer committed to excellence through diversity and inclusion.