

Western New York Asset Funders Network Regional Officer

Job Posting

Asset Funders Network (AFN) is a national membership organization with a strong point of view actively engaging philanthropy to advance equitable economic justice, opportunity and security.

AFN is seeking an experienced, highly motivated and entrepreneurial individual to be our Western New York AFN Regional Officer to engage and facilitate funders and financial institutions in the area to invest in and increase equitable economic justice. The goals will include facilitating learning, developing data as needed, identifying programmatic and systemic needs, and acting to achieve change. The Regional Officer will advance AFN's mission and work within the seven issue areas affecting economic security and wealth building, with support of AFN leadership and other regional officers affecting economic communications, and development staff. The Regional Officer is responsible for the day-to-day interactions with funders and has the executive independence, with a local Steering Committee to design strategy and program that further the chapter's goals. The officer will be expected to participate in fundraising and to manage the budget in the region.

In their first year, the Regional Officer's deliverables will include developing a new chapter in Western New York: cultivating and facilitating funders and financial institutions in Buffalo, Rochester, and Syracuse to join a table that is the Western NY AFN Steering Committee. Other deliverables will reflect progress and include developing funding for the region and developing locally responsive programming that aligns with the goals and strategies established by the region's AFN members. Finally, the Regional Officer will be expected to work with Chapter members to define and address issues of common interest and facilitate aligned strategic grant making to foster system change and greater economic security and economic equity.

The Regional Officer will also support funders to align investments to support strategic issues reflected in the AFN Strategic Work Plan.

Deliverables and Services

- Under contract, the employee serving as AFN's Western New York Regional Officer is specifically responsible for defined deliverables reflecting Western New York AFN priorities.

Connect and Build

- Exploring interest in and cultivating the AFN chapter including coordinating follow up efforts, hosting events, and cultivating and engaging funders as members and asset building investors.
- Leading the continued development of a sustainable chapter supported by funders and financial institutions.
- Organizing and supporting a Western New York AFN Steering Committee by developing meeting agendas, content for webinars and convenings, and, where appropriate, helping to prepare aligned or shared actions.

- Providing information and fiscal feedback via the AFN fiscal team to the regional Steering Committee for them to transparently understand chapter membership and fiscal capacity.
- Engaging grantmakers and financial institutions with AFN's value proposition and potential of peer technical support, shared metrics, and aligned funding efforts.
- Build relationships with allied funder affinity groups in the region or on key issues and and existing stakeholder and funder tables for maximum impact and collaboration
- Identify and develop relationships with 3-4 regional champions to support the stability and growth of the regional chapter
- Work to identify and actively recruit new chapter members

Inform and Elevate

- Implementing the AFN Strategic Work Plan to achieve deliverables for the region.
- Creating a regional work plan including goals and planned activities, outputs, and timetable.
- Informing the grant proposals and reports (via the Membership Director) to support Western New York fundraising for planned activities, or to support issue briefs or projects as they relate to regional interests.
- Coordinating and supporting regional programming and convenings.

Influence

- Representing AFN at conferences and funder groups as a thought leader.
- Providing support and content expertise to AFN webinars, conference sessions and meetings (as requested or as developed through a planning process).

Special Projects

- Engaging in East Coast Regional Team meetings (monthly) to align strategy and work with the East Coast Regional Team: New York City, New Jersey, Connecticut, Pennsylvania and the Carolinas

Requirements

Full COVID-19 vaccination required.

- Minimum of seven years' experience in philanthropy or the non-profit field.
- Experience and comfort working independently, with remote colleagues.
- Excellent writing and presentation skills.
- Experience and comfort facilitating groups, managing events, and leading meetings.
- History working with philanthropy and/or nonprofits to advance social and/or asset building strategies.

Location for Work

The regional officer would be based in Western New York (Rochester, Buffalo, Syracuse) working remotely from his/her/their home or leveraged office space with the ability to travel to meetings as needed throughout the region.

Compensation

There is good potential for this position to grow in hours and compensation over time, particularly as new members and funded initiatives are undertaken.

Salary Range

This position starts at 33% of full-time employment (10 hours per week) which is equivalent to \$40,000 per year plus benefits, calculated on the full-time base salary of \$120,000. The number of hours and commensurate increased salary will occur as projects and related funding grows.

Benefits

Benefits include a 401K contribution (5% of salary), health expenses reimbursement (QSEHRA) up to \$5,850 per self-only employee and up to \$11,800 per employee with a family, home office expense reimbursement (up to \$2500 per year), PTO, and more.

Term

May 15, 2023 - December 21, 2024. Initial Trial Term. Renewable annually upon performance and dependent on continued funding.

Maximum hours of work

This employment contract for services is estimated to average 30/40 hours per month (or as appropriate commensurate with the agenda of activities) anticipating that some months will have greater or lesser hourly requirements to meet deadlines or perform the required work. Depending on the work planned and fundraising for Western New York, the contract has the potential for growth in the hours.

About AFN

The Asset Funders Network (AFN) is:

- the leading national non-profit membership organization that engages philanthropy (public, private, financial institutions, non-profit and corporate) to advance equitable wealth building and economic mobility.
- a membership organization for funders. To achieve its mission, AFN informs, fosters connections across networks, influences grant giving strategy, and builds momentum for system change.
- committed to advancing diversity, equity, and inclusion internally and externally.
- staffed by committed, collaborative and experienced professionals located across the country to advance the AFN mission.

AFN recognizes that staff can exercise their flexibility to engage as contractors or volunteers with other organizations (funders, non-profits, or public entities). AFN policy explicitly does not restrict outside employment or contracting as long as there is no conflict of interest.

How to Apply

Interested candidates should submit their resume and a statement of interest to employment@assetfunders.org. Please reference the position title in the subject line of email. Candidates will be reviewed on a rolling basis.