

Western New York Asset Funders Network Program Officer

Job Posting

The Asset Funders Network (AFN) is a national membership organization engaging philanthropy to advance economic opportunity and prosperity.

The Asset Funders Network is seeking a skilled, highly motivated and entrepreneurial individual to join the organization as the Western New York AFN Program Officer. The Program Officer will have deliverables with a particular focus on developing a new chapter of AFN in Western New York including cultivating and facilitating a Western New York AFN Steering Committee. The Program Officer will engage area funders and financial institutions as members and participants in regional and national AFN activities, as well as develop responsive programming that aligns with the goals and strategies established by local members as established by the regional chapter. Initial focus for the role will be funders and financial institutions in Buffalo, Rochester, and Syracuse.

As part of the role, the Program Officer will coordinate with local funders to define and address issues of common interest as well as identify gaps in capacity or results locally, the Program Officer will work with regional funders and stakeholders to explore collective interest in establishing a local chapter, develop initiatives, and align strategic grant making³ to foster system change and greater economic security and economic equity.

The Program 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 Program 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 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 program 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

February 1, 2023 - December 21, 2023. 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.

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.