



Job Title: **ADVOCACY AND LEARNING COORDINATOR**  
Status: Full-time, salaried, exempt with full benefits package  
Location: Remote, must reside in WNY counties  
Reports to: Director of Liftoff WNY

**Position Overview:** The Advocacy and Learning Coordinator will play a crucial role in expanding Liftoff's Aligned Action Network by recruiting cross-sector leaders and policy influencers in education, health, and business to champion and advocate for Liftoff's early childhood priorities and systems-change agenda. Additionally, this position will manage Liftoff's 'Learning Network' and increase awareness of early childhood development throughout the WNY region. They will develop and execute a variety of educational programs and events, including webinars, lunch and learns, workshops, and in-person networking events, aimed at Liftoff members and regional and statewide partners.

### **Organizational Summary:**

#### ***ABOUT NY FUNDERS ALLIANCE:***

NY Funders Alliance is a membership organization for philanthropic entities who are advancing vibrant, healthy communities across New York State. Our members include private, family, independent, and community foundations, corporations, and public charities. As a membership association, our priority is to support the philanthropic aspirations of our members. Serving as a community hub NY Funders Alliance delivers high-quality, cost-effective training and education; convenes and connects members to each other along with key federal, state, and local partners to create a knowledgeable and impactful philanthropic sector; and promotes and advocates for the interests of New York philanthropy. To learn more about us, please visit [nyfunders.org](http://nyfunders.org).

#### ***ABOUT LIFTOFF WNY:***

Liftoff WNY works to ensure all children across the region are meeting critical milestones, ready to learn, succeed, and reach their full potential by the time they begin school. As an Aligned Action and Learning Network of over thirty early childhood funders and hundreds of cross-sectoral leaders in Western New York, Liftoff is committed to large-scale action that builds a more responsive, equitable, and integrated early childhood system.

### **Key Responsibilities:**

#### **Advocacy and Community Engagement (50%):**

- Maintain a full understanding of the current landscape of county and regional initiatives, coalitions, and activities that align with Liftoff's early childhood priorities and systems-change agenda.
- Help develop strategy and implement action plans to advance Liftoff's policy and systems-change goals, working with regional partners and coalitions, statewide campaigns, and Liftoff Steering Committee members.
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**Advocacy and Community Engagement (50%) Cont.:**

- Manage Liftoff's newly launched Onboard Program, a volunteer network that supports the critical work of Liftoff WNY.
- In partnership with the Liftoff team, coordinate online advocacy, Advocacy Days in Albany, social media content, and 'take action' email alerts.
- Represent Liftoff by attending and participating in regional coalition and work group meetings and events.

**Manage Liftoff's 'Learning Network' (50%):**

- Design and organize a comprehensive schedule of webinars, workshops, sector roundtables, and 'Liftoff Learning Network' events per year.
- Collaborate with subject matter experts to develop engaging and informative content for each learning event. Identify and secure speakers, facilitators, and panelists for events and programs.
- In collaboration with the Liftoff team, increase awareness and participation by creating and executing targeted marketing and outreach strategies, such email campaigns, social media communications, and community partnerships to promote Liftoff Learning Network events.
- Coordinate all logistical aspects of educational programs and events. Manage event registration processes and ensure smooth attendee experiences.
- Assess the effectiveness of events through participant feedback and performance metrics.
- Prepare detailed reports on event outcomes, including attendance, engagement levels, and participant feedback.

Other duties as assigned.

**REQUIREMENTS AND QUALIFICATIONS:**

This position requires experience that is typically developed through a bachelor's degree program in public policy, education, or social work and/or several years of direct work experience in a related field. The ideal candidate should have at least five years of experience in key activities related to the position such as coordinating advocacy, supporting and organizing volunteers, and developing and implementing educational programs. They must be a self-starter, highly motivated, and able to manage several projects at once. Experience working with community-based coalitions and nonprofit organizations preferred.

**Knowledge, Skills, and Abilities:**

- Familiarity with the issues related to children's health, poverty, and education.
- Flexibility and the ability to work autonomously as well as take direction as needed.
- Good personal organization, detail orientation, time management, and planning skills.
- Excellent interpersonal and communication skills (written and oral) including meeting summaries, project/event plans, and public presentations.
- Proficiency in Microsoft Office products (i.e. Word, Excel, PowerPoint)
- Experience managing large contact databases preferred.
- High degree of self-awareness, empathy, and emotional intelligence; ability to hear, reflect, act on, and learn from others.
- Embraces diversity, equity, inclusion, and belonging.
- Flexible, collaborative team player.
- Willingness to work flexible hours, including some evenings and weekends.
- Ability to travel.

## **COMPENSATION OVERVIEW**

This is a full-time, exempt, position with a competitive non-profit salary range starting from \$60,000 - \$70,000 annually and equal to experience. NY Funders Alliance offers an excellent benefits package, medical, vision, and dental for employees, a generous retirement contribution and paid time off including paid holidays, sick time, and generous vacation.

## **APPLICATION INSTRUCTIONS**

Candidates should submit a PDF application which including a cover letter and resume that addresses skills, competencies and the relevant experience and qualities you will contribute to Liftoff WNY to [careers@nyfunders.org](mailto:careers@nyfunders.org). Please include "Your name – Liftoff – Advocacy & Learning Coordinator" in the subject line of your email. Application deadline: Applications will be reviewed on a rolling basis after September 6, 2024 and the position will remain open until the new team member is found.

This position is at-will, which means that either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice. Nothing in this job description, company policies, or other documents constitutes a contract or promise of continued employment.

*NY Funders Alliance is an equal opportunity employer committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, marital status, veteran status, or any other characteristic protected by applicable law. If you require reasonable accommodation during the application or interview process, please let us know. We are committed to working with you to ensure your equal participation and access to opportunities within our organization.*