

JOB OVERVIEW

JOB TITLE	Director
DEPARTMENT	Niagara Frontier Radio Reading Service (NFRRS)
LOCATION	Cheektowaga, NY
DIRECT SUPERVISOR	Chief Executive Officer (CEO)

GENERAL JOB DESCRIPTION

Responsible for coordinating and supervising the day-to-day activities of the Niagara Frontier Radio Reading Service (NFRRS). To implement, monitor and evaluate the goals and objectives of the agency, that include community development and support, volunteer recruitment and retention, and grant support to gain sustainable funding, through increasing service subscribers and community partnerships.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Coordinate and implement NFRRS' fundraising activities and special events.
2. Work with NFRRS staff to ensure 24 hour a day programming.
3. Reach and influence key audiences to secure resources to increase NFRRS subscribers throughout Western New York and Southern Ontario.
4. To actively seek out and write grants to support the capital and program resources needed to maintain NFRRS.
5. To ensure all NFRRS appeal drives are conducted via social media, community appeals, and media.
6. Conduct community outreach and provide educational in-services and presentations to area organizations, clubs, schools, and other community groups.
7. Act as a liaison/representative of NFRRS at community activities and events in order to expand recognition of NFRRS' name, vision, and mission.
8. Recruit volunteers to perform readings.
9. Ensure all required reporting is completed in a timely and thorough manner.
10. Participate in maintaining a neat, clean and safe work environment.
11. Perform any other duties as deemed legally and ethically necessary by the supervisor.
12. Attend Agency's in-service training and staff meetings as well as any other Agency related activities as required.
13. Participate in maintaining a neat, clean, and safe work environment.
14. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

- Bachelor's degree in public communications, marketing, business OR Associate degree
- Professional and life-experience may be considered in lieu of, in full or part of academic credentials.

KNOWLEDGE & EXPERIENCE (if required)

- Bachelor's degree in public communications, marketing, business; with two (2) years related experience OR
- Associate degree with three (3) years related work experience.
- Must have experience in soliciting corporate sponsorships and fundraising.
- Experience in event planning highly desirable.

- Must have intermediate knowledge of Microsoft 365 including Word, Excel, Outlook, PowerPoint, SharePoint, and Teams.

SKILLS & ABILITIES

WORKING CONDITIONS

WORK ENVIRONMENT	Office
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of not more than 30 pounds.
HOURS / SHIFTS	37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm. Overtime is rarely required.
CLASSIFICATION	Full-time, salary, non-exempt, professional staff. Range: \$55,000-\$62,500
BENEFITS	Agency provided group health insurance. Vision, dental, life, supplemental insurances available. PTO and paid holiday package. 403(b) retirement with Agency match. Employee Assistance Program
OTHER	Western New York Independent Living, Inc. values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols. Western New York Independent Living, Inc. is an Equal Opportunity Employer. Reasonable accommodation will be made for people with disabilities. Western New York Independent Living, Inc. is a scent-free agency.

EMPLOYEE ATTESTATION

NOTE: I understand this job description is not intended to cover or describe all the tasks, duties and responsibilities I may be required or asked to perform and that WNYIL retains the right to change or add new tasks, duties and responsibilities at any time.

I have read this job description and understand my duties:

Print Employee's Name: _____ Date: _____

Employee's Signature: _____

Supervisor's Signature: _____ Date: _____