



## **POSITION AVAILABLE**

### **Title: Foundation Coordinator**

The purpose of this position is to support the foundation fundraising needs of WQED by researching foundation and government funding opportunities; writing proposal and other materials that match WQED's organizational needs with funder priorities; engaging with organizations to secure funding; and reporting to funders on the progress of WQED initiatives that they have supported.

### **Responsibilities include but are not limited to:**

- Research, analyze, and solicit foundation and government agency funding opportunities for WQED Multimedia.
- Review the WQED strategic plan and project priorities, and assist with aligning fundraising goals to plan.
- Work with the Director of Foundation Support and Government Relations, and all departments, to brainstorm, enumerate, and verify the prioritized needs of the organization with respect to the strategic plan and projects seeking funding.
- Memorialize fundraising priorities in a dynamic project pipeline.
- Identify potential funders and curate a list of WQED initiatives for which to seek funding.
- Assist the Director of Foundation Support and Government Relations in project research and efforts to write proposals and reports to foundations and government entities.
- Explore published information, electronic databases, and other research tools to determine alignment of new, potential funders' priorities for investment with WQED initiatives.
- Schedule meetings with senior staff and foundation and government funders to ascertain their priorities, current funding levels, and funding cycle timelines for request consideration.
- Follow-up with funders to refine the nature of the ultimate request.
- Track proposal timelines, submissions, correspondence, and reporting requirements for new and renewing foundations.
- Maintain and update department files and database on foundations and government agency funders.
- Organize existing files and clear outdated files.
- Develop an accurate database of foundations and government entities and contacts.
- Maintain master list of project timelines and foundation board meetings and deadlines.

**Required education and skills:**

- 1-3 years of related experience required.
- Excellent written and verbal communication skills.
- Technical ability in Microsoft Office suite, donor management/CRM solutions, and prospect research databases.
- Ability to work as part of a team to accomplish larger organizational goals.
- Ability to work independently with minimal supervision.

Candidates should send a **resume and cover letter with salary requirements** to [careers@wqed.org](mailto:careers@wqed.org). **No Phone Calls Please.**

*WQED is an Equal Opportunity Employer  
with leadership and a culture that supports diversity and inclusion*