

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-day activities of the Niagara Frontier Radio Reading Service (NFRRS). To implement, monitor and evaluate the goals and objectives, that include community development and support, volunteer recruitment and retention, and grant support to gain sustainable funding through increasing service subscribers and community partnership.	
SPECIFIC DUTIES & RESPONSIBILITIES	
1. Coordinate and implement NFRRS fundraising activities and special events. 2. Work with NFRRS staff to ensure 24 hours a day of programming. 3. Reach out to influence key audiences to secure resources to increase NFRRS subscribers. 4. Actively seek out and write grants and sponsorship to support the capital and program resources needed to maintain NFRRS. 5. 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. Coordinate and schedule all regular and special NFRRS Board and Committee meetings. 10. Serve as a liaison to the NFRRS Board - coordinating communications, preparing reports and meeting materials, recording and maintaining minutes, and supporting timely follow-up on Board actions and requests. 11. Ensure that all required reporting is completed within two (2) working days. 12. Attend Agency's in-service training and staff meetings as well as any other Agency activities as required. 13. Participate in maintaining a neat, clean, and safe work environment. 14. Perform any other duties as deemed legally and ethically necessary by the Supervisor.	
EDUCATION & TRAINING	
Associate Degree OR Bachelor's Degree • Professional and life experience may be considered in lieu of, in full or part of academic credentials.	

KNOWLEDGE & EXPERIENCE (if required)

Associate degree in public communications, marketing, business; with three (3) years of related experience.

OR

Bachelor's degree in public communications, marketing, business; with two (2) years of related experience

- Must have experience in soliciting corporate sponsorships and fundraising.
- Experience in event planning is highly desirable.

SKILLS & ABILITIES

- Must have excellent verbal and written communications skills.
- Intermediate knowledge of Microsoft 365 including Word, Excel, Outlook, PowerPoint, SharePoint and Teams

• WORKING CONDITIONS

WORK ENVIRONMENT	Office/Community
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of no more than 30 pounds
HOURS / SHIFTS	37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm. Overtime is rarely required Occasional evenings and weekends are required.
CLASSIFICATION	Full-time, salary, exempt, Professional staff. Salary Range: \$64,000 - \$67,000
BENEFITS	Agency provided group health insurance. Vision, dental, life, and supplemental insurance available. PTO and paid holiday packages. 403(b) retirement with Agency matches. Employee Assistance Program
OTHER	Western New York Independent Living, Inc. values 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.

POSTING INFORMATION

Closing Date: October 21st, 2026

Cover Letter and Resume Required to:

Tina Brown, CHRCO
WNY Independent Living, Inc,
3108 Main St.

Buffalo, N.Y. 14214
employment@wnyl.org