

Ralph C. Wilson Jr. Public Policy and Government Relations Fellow

FLSA Status: Non-Exempt
Reports to: VP, Community Programs and VP, Chief of Staff
Supervises: No direct reports
Term: This is a two (2) year fellowship position.

ORGANIZATION SUMMARY

Rochester Area Community Foundation — the region's largest grantmaking and philanthropic organization — works in partnership with generous philanthropists and community partners to improve the quality of life for people who live and work in the eight-county Rochester region through its leadership, dedication to racial and social justice, and strategic grantmaking.

RURAL PHILANTHROPY FELLOWS' COHORT

The Rural Philanthropy Fellows Cohort is comprised of 15 fellows - 12 Ralph C. Wilson, Jr. Rural Philanthropy Fellows and 3 Herrick Foundation Philanthropy Fellows. Each two-year Fellowship offers a professional a unique opportunity to make meaningful contributions to either Michigan or New York philanthropy and the larger philanthropic community. This candidate could be an emerging or established leader passionate about entering philanthropy and making an impact. Through grants from the Ralph C. Wilson, Jr. Foundation and the Herrick Foundation, the Fellow will be employed by the Rochester Area Community Foundation to support their rural-focused efforts. This is a two-year, grant-funded position.

Beyond direct job experience, the Fellow will also benefit from being part of a larger cohort of Rural Philanthropy Fellows. The cohort will receive ongoing support from a group of philanthropic practice experts via the New York Funder Alliance (NYFA) for:

- Development of skills and knowledge, supported by the Fellowship Cohort learning opportunities and an individualized professional development budget.
- Tailored 1:1 networking support to explore potential career paths post-fellowship across the philanthropic sector and adjacent fields.

The Fellow will also benefit from attendance at local and national stakeholder meetings and conferences.

POSITION SUMMARY

The Public Policy and Government Relations Fellowship will engage an emerging leader with a unique opportunity to make meaningful contributions to New York philanthropy and the larger philanthropic community. The Fellow will support the Rochester Area Community Foundation in supporting the development and implementation of a policy agenda, government relations strategy and public funding opportunity campaign to help advance the mission of the foundation, targeting Genesee and Orleans counties.

ESSENTIAL FUNCTIONS

- Conduct a comprehensive public policy ecosystem analysis to identify relevant legislation, public funding opportunities, and gaps in services across Genesee and Orleans Counties.
- Develop and maintain a detailed outreach meeting cadence and directory of elected officials at the municipal, county, state, and federal levels.
- Cultivate relationships with key elected officials and policymakers in Genesee and Orleans Counties to support RACF's advocacy goals.
- Represent RACF by attending and participating in public events, panel discussions, and forums related to public policy and advocacy in the region.
- Design and implement a strategy to advocate for policy priorities in the state, municipal, and county budget processes; conduct post-budget analysis to assess outcomes and inform future efforts.
- Identify and advance 3–5 legislative priorities aligned with RACF's impact pillars—**economic mobility, arts and culture**, and **environmental justice and sustainability**—with specific relevance to Genesee and Orleans Counties.
- Collect and analyze data on emergent community needs to inform policy positions and advocacy efforts.
- Ensure all policy and advocacy initiatives align with RACF's mission and values, particularly within the three core impact areas.
- Create a repository of local public funding opportunities and brainstorm braided strategies for private – public partnership; network with local community-based organizations to understand the capacity and need in support of these partnerships.
- Coordinate with the Community Programs Rural Impact Team as they implement Community Heart & Soul to ensure collaboration and coordination of efforts.

OTHER DUTIES

- Other duties as assigned or requested.

SUPERVISORY DUTIES

- This position does not supervise any staff.

EDUCATION & EXPERIENCE

- Bachelor's degree in public administration, political science, sociology, economics, or a related field.
- 2-5 years of experience in nonprofit policy or advocacy work.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent written and verbal communication skills, with the ability to clearly convey complex policy issues to diverse audiences.
- Demonstrated ability to think strategically, collaborate with community members, and work independently in a rural community context.
- Strong commitment to diversity, equity, inclusion, and cultural competency; ability to engage effectively with diverse communities and perspectives.
- Culturally responsive to specific identities such as race, gender, sexual orientation, ability, age, gender, gender expression etc.

ADDITIONAL INSIGHTS

The Fellow will have a flexible hybrid schedule as determined with the supervisor, including some time onsite (weekly) at the Foundation in Rochester, NY, work from home and time in the field (Genesee and Orleans Counties) getting to know community and partners. The Fellow will also have regular connections and training opportunities with a larger cohort of emerging fellows from several foundations for which Ralph C. Wilson provides support.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Position operates in a professional office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.*
- *This is a largely sedentary role; however, some filing is required. This would require the ability to move files, open filing cabinets and bend or stand as necessary.*
- *On occasion may be exposed to outdoor elements while attending, presenting, or otherwise participating in a work-related event outdoors.*
- *Travels within the county on a frequent basis and must have reliable transportation and driver's license. This position will reimburse for all mileage usage for personal vehicle.*

COMPENSATION & BENEFITS

This full-time, exempt position offers a starting salary range of \$50,000 to \$60,000, commensurate with experience. Rochester Area Community Foundation offers a comprehensive benefits package, including:

- *Access to an employer-sponsored healthcare plan*
- *Dental and vision coverage*
- *Paid vacation, personal, and sick time*
- *A robust paid holiday schedule*
- *A retirement plan with employer contribution, subject to service requirements.*
- *Opportunities for professional development and training*

We are dedicated to fair and transparent compensation practices. The salary for this role is determined by several factors, including the candidate's level of experience, education, and skill set, as well as internal equity and market data.

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

Rochester Area Community Foundation is an Equal Opportunity Employer.

**To Apply: Submit your resume and cover letter through Indeed.com.
[Click this link to apply](#). No phone, email, or dm inquiries, please.**