

**Greater Milwaukee Foundation
Vice President, Development and Philanthropic Services**



The Greater Milwaukee Foundation has partnered with Spano Pratt Executive Search to identify the Vice President of Development and Philanthropic Services. For a confidential conversation and to learn more about this opportunity please contact Jamie Pratt.

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Organization

The Greater Milwaukee Foundation is the region's largest community foundation and was among the first established in the world. Since 1915, the Foundation has inspired philanthropy by connecting generous people to community needs that align with their interests to address pressing local needs now and in the future. The Foundation was founded on the premise that generosity can unlock an individual's potential and strengthen the community as a whole for everyone who lives here.

Today, the Greater Milwaukee Foundation is becoming even more of a philanthropic and community leadership force under the direction of Ellen M. Gilligan, who took over as president and CEO in 2010 whose leadership of the Foundation is to create a shared vision for greater Milwaukee and believes in partnerships that advance a high quality of life for all. During her tenure the Foundation has produced consecutive years of historic grantmaking to the community and record charitable giving and Foundation growth. During this period the Foundation has accelerated its role of convening partners to seek input, generate innovative ideas and spur individual and collective action to address our community's most pressing challenges and disseminate research that helps inform passionate donors about where their contributions can have the greatest impact within the four-county region. We work in partnership with philanthropy, government and the corporate sector to ensure greater Milwaukee is a vibrant, economically thriving region that comprises welcoming and inclusive communities providing opportunity, prosperity and a high quality of life for all.

GMF's mission is to inspire philanthropy, serve donors and strengthen communities now and for future generations. Our work and decision-making is guided by the core values of integrity, service, effectiveness, and inclusion. With nearly a century of experience to our name, we have vast knowledge and expertise of the [community needs and challenges](#) and what resources and partners it takes to meet them. Our credibility comes from our long list of impact in the community as well as the trust established with donors and partners who have received a high degree of [personalized services](#) from the Foundation.

Since 2010 the Foundation organized and launched Milwaukee Succeeds, a communitywide education partnership aimed at improving academic outcomes for all of Milwaukee's kids; coordinated Match Day, an online giving event that raised more than \$7.6 million for food and shelter agencies since 2012; initiated the area's first "On the Table MKE" event that brought together 5,000+ people on one day for community conversation about strengthen the region through individual and collective action.



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The Foundation is now embarking on an ambitious \$250M “Greater Together Campaign” to enhance the vitality of all aspects in the region, to increase the capacity of the Foundation to address future needs and to increase strategic investments where they are needed most, including:

- Educating young people cradle to career
- Connecting people to work and careers
- Developing communities so they thrive
- Helping people attain safer, healthier and prosperous lives
- Ensuring equality and inclusion so that everyone may reach their full potential.

Community catalyst

With knowledge of community, a fundamental commitment to people and place, and a role as convener and connector, the Greater Milwaukee Foundation can serve individual donors interests and be a catalyst for change. The Foundation is a respected leader, locally and nationally, and has increasingly been effective with combining partnerships and best practices that unite people and bring results that improve lives and strengthen communities throughout the region.



Mission and Vision

Mission: To inspire philanthropy, serve donors; strengthen communities now and for future generations

Vision: The Greater Milwaukee becomes a vibrant, economically thriving region comprised of welcoming and inclusive communities that provide opportunity, prosperity and a high quality of life for all.

The Greater Milwaukee Foundation’s (GMF) work and decision-making is guided by the core values of integrity, service, effectiveness, and inclusion.

Integrity: This is at the heart of all we do. We demonstrate integrity through honesty, civility and respect. We respect each other and take pride in our work.

Service : We provide exemplary service, nurturing relationships for generations and honoring commitments. We hold ourselves to the highest standards of ethics, accountability and fiduciary responsibility.

Effectiveness: We partner with our vast network of donors, nonprofits and community leaders, developing effective strategies and mobilizing resources to strengthen communities and address persistent challenges.

Inclusion: We believe that all voices are vital to our region's future. We promote equity and embrace the diversity of individuals, ideas and expressions. We are committed to learning from our partners and leading by example.

Counties Served: We were created by the community for the community. We still largely focus on the four-county SE Wisconsin area; Milwaukee, Ozaukee, Washington and Waukesha. Through our competitive grantmaking and leadership efforts, though our donors know no boundaries with their grantmaking.



Purpose & Objectives

As a member of the Foundation's Leadership Team the Vice President of Development and Philanthropic Services plays a key leadership role in guiding the execution of the organization's strategic plan. As leader of the Department, the Vice President is responsible for structuring, implementing and monitoring a highly effective development and donor services program. The incumbent will lead and direct the development and donor relationship efforts of the Greater Milwaukee Foundation (GMF) under the direction of the President & CEO, and in collaboration with the GMF Board, the Leadership Team (LT), the Development and Philanthropic Services (DPS) team and other appropriate staff. This position is responsible for leading the growth of the Foundation's assets through attracting new donors and cultivating current donors and high net worth prospective donors. This position works closely with the CEO and other LT members to facilitate deeper engagement and co-investment with the Foundation's long term priorities and initiatives.

Essential Duties & Responsibilities

- Provides organizational leadership to the asset acquisition goal as outlined in the Board's commitment to a comprehensive capital campaign which includes both gifts from new donors as well as gifts from existing donors.
- Provides lead staff support to the CEO and volunteer campaign committees in the successful implementation of the capital campaign.
- Formulates and implements the DPS team's annual and long-term strategic goals for expansion of the Foundation's assets by attracting new permanent funds through contributions from individuals, families, private foundations, corporations, nonprofit agencies and other organizations.
- Develops strategy to advance the Foundation's development efforts and, working with the Philanthropic Services Committee, identifies and recommends proposed policy changes of strategic importance in meeting organizational goals and objectives. Works with the Board Chair and CEO to develop and implement a plan for board and committee member solicitation and to engage the Board in actively cultivating prospective donors for GMF.
- Supports the donor engagement efforts of the Department including special events, some of which may target prospective donors, intermediaries and existing donors.
- Supports donor engagement opportunities to expose donors to the Community Leadership work of the Foundation with the goal of having an informed, supportive donor base as well as promoting co-investment opportunities with donors and the Foundation's leadership work.

- Arranges regular informational, educational and recognition meetings and events to keep advisers well informed and enthusiastic about the Foundation and its distinct capacity to assist their clients, and to establish greater understanding of the unique role and value of the Foundation's services and community impact. and encouraging professional advisers to identify other prospective donors for further cultivation.
- Works in conjunction with the Marketing and Communications department to develop methods to promote public awareness in the community and among specific target groups in order to promote a high public profile for the Foundation. The goal is to insure the Foundation's name and services for donors are increasingly visible throughout the greater Milwaukee region.
- Cultivates a personal portfolio of high net worth prospective donors and intermediaries.
- Cultivates past Board members, particularly those who have not yet established funds or become members of the Legacy Society.
- Cultivates a strong professional relationship with all GMF supporting organizations' boards of directors; oversee their governance and assist with their growth.
- Provides employees with direction, motivation and evaluation; holding direct reports accountable to established goals, job responsibilities, policies and procedures.
- Serves as a leader of the organization by modeling leadership skills and abilities; abiding by set forth policies and procedures.

Supervision

- Supervises assigned department personnel. Includes the following responsibilities, but are not limited to: hiring, training, scheduling, evaluating, and ensuring accuracy, timeliness, and the completion of all work performed by direct reports.
- Educates direct reports on all department and agency policies and procedures.
- Meets with assigned staff at least monthly to identify and resolve problems, manage projects, track goals, and review work processes and procedures.
- Represents team and/or department at meetings, events, and training as required.

Non-Essential Duties

- Works with professional advisers, to cultivate attorneys, accountants, trust officers, and financial advisors to generate referrals to prospective donors.
- Participates in decision-making processes and collaborate with colleagues as a member of the Foundation's Leadership Team.
- Performs other duties (or functions) as assigned

Professional Experience

To perform this job successfully, an individual must be able to carry out each essential duty in a satisfactory manner. The job specifications listed below are representative of the education and experience as well as the knowledge, skill and/or ability (KSAs) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- Bachelor's degree in related field required.
- Minimum of ten (10) years of experience in non-profit work with fundraising, advancement, development and donor/customer service and/or successful sales experience required.

- Minimum five (5) years of managerial work experience with some supervisory experience required.
- Experience dealing effectively with customers/donors as well as financial and legal professionals, in a variety of work and social settings required.

Financial planning designation, CFRE, CPA or J.D. with estate/tax planning experience highly desirable.

Knowledge, Skills & Abilities

- Ability to support the mission, vision, and values of the organization and abide by applicable standards of conduct, policies and procedures.
- Knowledge of charitable organizations, nonprofit management and the grant process.
- Ability to model and develop appropriate work behaviors in others.
- Proven relationship building skills and ability to both lead and participate in work.
- Ability to effectively present information and respond to questions from donors, stakeholders, partners, board members, managers, and the general public.
- Ability to interact effectively with people from diverse backgrounds.
- Ability to maintain confidentiality.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read, analyze, and interpret the most complex documents.
- Self-motivated and able to work independently.
- Proficient in Microsoft Office Suite applications (i.e., Outlook, Word, Excel, PowerPoint specifically), and familiar with the use of web-based applications and databases.
- Must be honest, dependable and able to meet deadlines.
- Must be organized and able to handle multiple tasks.

Certifications, Licenses, Registrations

- CFRE, CPA or J.D. with estate/tax planning preferred

Work Schedule & Travel Requirements

- Office hours are 8:00 AM – 5:00 PM. Employees are required to be available and engaged in work-related activities during the core working hours of 9:00 AM – 3:00 PM.
- May be required to travel locally or long-distance for work-related conferences and meetings.
- May be required to attend events or meetings outside of normal work hours (no more than 10 hours per month).

Location: Milwaukee, Wisconsin



Milwaukee is 90 minutes north of Chicago, yet in recent years, it's evolved into a hip sister, infusing art, nature, mixology, craft beers, and farm-to-table foods into its landscape. Neighborhoods—like the [Historic Third Ward](#), with warehouses converted to condo lofts and cutting-edge restaurants and boutiques; and Brady Street, with Italian-immigrant roots still cropping up in bakeries, restaurants, and markets—are vibrant and welcoming. [Milwaukee](#)'s first-ring suburbs—places like Shorewood and Wauwatosa—boast adorable bungalows and pedestrian-friendly "main streets" with indie-boutique shopping, coffee shops, ethnic dining, and art galleries. [Lake Michigan](#)'s shoreline provides sparsely populated beaches primed for relaxation, although if its volleyball matches, live music, and cabanas with butlers that you crave, Bradford Beach on the city's East Side delivers.

Contact Information:

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*This is a full time exempt position with benefits.
Equal Opportunity Employer*