

The **Greater Milwaukee Foundation** is how Milwaukee works together. For over a century, we have helped generous people give back to the community. Together with donors and partners throughout the region, the Foundation invests in the potential of people and places, supports community-grown solutions and strives to end the systemic racism that holds our region back. Through the power of transformative philanthropy and social change, we are focused on shaping a future where everyone thrives – *a Milwaukee for all*.

You can make a difference, as we are seeking a Development and Philanthropic Services Specialist II! The Development and Philanthropic Services Specialist II is responsible for administrative and operational functions within the department including support for the Senior Director of Donor Services and the philanthropic advising team. This position is both reactive to the needs of the team and proactive in managing several recurring processes, projects and tasks that involve database entry and reporting, meeting preparation, managing expenses, calendar management, electronic filing and event planning support.

Key Responsibilities

Process Management

- Manages processes related to fund changes, fund audits and board ballots, in partnership with colleagues across the foundation, and leverages a skillset for attention to detail, reading and research, synthesis of information, timeliness and follow through.
- Manages recurring inactive and acorn fund process that involves working across a variety of portfolios to identify funds, coordinate mailings and internal communications, maintain tracking worksheets and partner to advance timeline.
- Partners with events team to coordinate invite lists and event registrations, prepare event materials and nametags, serve as external contact and confirm reservations and attendance.
- Assists with refining and streamlining our shared work with continual process improvement and efficiencies.

Reporting and Data Processing

- Partners with Operations team to maintain database with accurate donor information by updating records, filing documents and maintaining data integrity.
- Maintains the Foundation's fund files by creating new files, maintaining an organized system, auditing for accuracy, etc.
- Produces database reports, including gift and grant histories, generating portfolios, financial reports and other on demand reports as requested.
- Communicates with donors and fund advisers in a timely manner regarding fund balances, grant and gift status and history and other fund information.
- Fulfills requests for donor-related data from team members and other departments for events, publications and Foundation needs.

General Support

- Provides administrative support to assigned colleagues, which includes meeting coordination, material preparation, data entry, expense reporting and other general administrative tasks.
- Schedules a wide variety of activities, such as appointments, meetings, travel reservations and facility usage for internal and external stakeholders.

**Job Opportunity:
Development and Philanthropic
Services Specialist II**

- Prepares a variety of documents, such as correspondence, agendas, meeting minutes, event programs and reports to both communicate and document.
- Collaborates in processing departmental mailings, appeals, periodic publications, end-of-year communications and other donor-related mailings.
- Maintains supply of marketing collateral by working with MarCom and Finance, ensuring all information sheets and presentation materials are updated regularly.
- Serves as backup for the receptionist during lunches, breaks, meetings and PTO days as necessary.

Qualifications

- Associate degree in business or related field, administrative professional or equivalent experience required; bachelor's degree preferred.
- Four (4) or more years of administrative support experience; previous experience working in a nonprofit, finance/banking or sales environment preferred.
- Criminal background check is required for this position.
- Ability to communicate effectively, verbally and in writing.
- Ability to follow standard processes and procedures while problem solving and process improving.
- Ability to interact effectively with people from diverse backgrounds, including internal and external audiences.
- Ability to work with databases (e.g. Foundant) and navigate systems to enter and extract information.
- Proficient in Microsoft Office Suite applications (i.e. Outlook, Word, SharePoint, PowerPoint specifically), with intermediate to advanced skills in MS Excel required. Proficient with Teams, Asana and Zoom.
- Must be organized and able to handle multiple tasks, switch between tasks efficiently, and consistently produce a high-quality work while performing under pressure.
- Consistently provides high level of attention to detail.
- Self-motivated and able to work independently to meet deadlines.

Salary: \$55,675

Benefits: We offer an excellent benefit package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO), parental leave, educational assistance and more!

Application Instructions: Please click on the link: <http://www.milwaukeejobs.com/apply/add/81102527>

The Greater Milwaukee Foundation is an equal opportunity employer and encourages people of diverse backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.