

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 Manager-Priority Lead!** The Development Manager collaborates with leadership and colleagues in achieving fundraising goals through fund acquisition from individual and institutional donors, and gift and grant management. The Manager plays a critical role in achieving fundraising goals through the following responsibilities: prospect research, proposal writing, donor cultivation and stewardship, and aligning development with strategic planning. The Manager will oversee the requirements for incoming funding by providing clear communication of fund initiation, guidelines, deliverables, reporting and other essential measures to colleagues. The Development Manager serves as the priority lead for Milwaukee Succeeds (MKES).

#### **Essential Duties & Responsibilities:**

##### **Development**

- Serve as the development and philanthropic services team (DPS) priority lead for MKE Succeeds, working collaboratively with the DPS team, MKES team and broader organization (GMF) to advance fundraising for the strategic priority.
- Responsibilities include advancing case for support, partnering with internal workgroups to determine meaningful engagement for donors, partnering with the DPS Communications Manager on priority collateral development, communicating fundraising progress to DPS Team and MKES team, leading donor engagement activities related to advancing the priority.
- Serve as the internal expert on the team and supports relationship managers in securing financial support for this priority including attending donor and prospect meetings to serve as expert.
- Work in partnership with MKES team to learn funding needs as determined by MKES Leadership, share funding opportunities and updates, and coordinate a collaborative approach to fundraising strategy.
- Manage relationships with portfolio of funders via phone, email and in person for formal and informal engagement and stewardship, collaborating with appropriate leadership, development and philanthropic services staff and colleagues from across the Foundation and ensuring contacts are entered in a timely fashion in database. Manage progress toward a specified number of meetings, qualifications, solicitations, commitments, and contribute to annual team fundraising and long-term donor engagement goals.
- Develop and execute strategies to engage donors, prospects, advisers and volunteers of color to advance the Foundation's commitment to Racial Equity and Inclusion.

### **Research and Writing**

- Identify local, regional, and national funding prospects, including researching and communicating funder priorities, strategies, and actions and proactively identifying areas of alignment with Greater Milwaukee Foundation priorities.
- Conduct detailed research and synthesizes findings into well-written reports on donors and prospects based on a combination of data from the donor database, available financial records, real estate ownership, and other markers of high-quality donors.
- Produce frequent donor and prospect briefings for the Development & Philanthropic Services (DPS) team, leadership, and President & CEO.
- Efficiently and accurately drafts grant proposals through organization and careful collaboration with colleagues. Edit proposals completed by other colleagues, checking for style and grammatical accuracy, as well as messaging consistency.
- Attend internal and external meetings as needed to gain essential information for proposal development.
- Maintain accurate and detailed records of all interactions with prospects and donors on behalf of the GMF, which include gift agreements, grant recommendations, contact reports, meeting minutes, correspondence etc.

### **Gift and Grant Management**

- Use existing systems within the Greater Milwaukee Foundation (Community Suite), track progress of fundraising activities and maintain donor information through inputting notes and action items.
- Ensure gift and grant initiation follows an established sequence of steps to properly plan for compliance, timely reporting, and impact evaluation.
- Serve as the lead for reporting, maintaining the calendar, and following up as deadlines arise to maintain compliance in reporting to investors.
- Collaborate with Milwaukee Succeeds team and colleagues across the Foundation to receive information necessary to complete interim and final reports. Compile all components from shared by staff, including narrative and financial documentation for reports.

### **General**

- Contribute to the annual goals and objectives for the DPS team, as well as the successful achievement of GMF's major fundraising initiatives.
- Remain current in professional and Foundation best practices, policies, and processes, including such things as gift agreements, GMF service lines, GMF fund types, GMF spending policy, investment performance, GMF fee structure, new legislation related to charitable giving, etc. with ability to communicate these concepts to prospects and donors.
- Participate in community events, professional development and/or networking opportunities to enhance the visibility of GMF.
- Speak compellingly on the value of the Greater Milwaukee Foundation in all settings.
- Participate in assigned meetings, events and training as required.

**Non-Essential Duties**

- Assist in the creation of annual goals and objectives for the Development and Philanthropic Services Department, which includes carrying out development activities as identified in the team's annual goals.
- Perform other duties (or functions) as assigned.

**Job Specifications**

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. Graduate degree preferred.
- Three (3) or more years of experience in research, proposal writing, fundraising, development, advancement or sales in the nonprofit industry required.
- Bilingual skills in Spanish desirable.

**Knowledge, Skills & Abilities**

- Ability to support the mission, vision and values of the Greater Milwaukee Foundation and abide by applicable standards of conduct, policies and procedures.
- Demonstrated ability to develop strong and credible relationships with donors/clients.
- Knowledge of laws, regulations and processes related to charitable giving and nonprofit operations.
- Proven customer service skills
- Ability to interact effectively with people from diverse backgrounds.
- Ability to think strategically and creatively in a collaborative environment.
- Ability to communicate respectfully and effectively, verbally and in writing.
- Ability to problem-solve issues.
- Proficient in Microsoft Office Suite applications (i.e. Outlook, Word, Excel, PowerPoint specifically), web-based applications and databases.
- Must be honest, dependable, and able to meet deadlines.
- Must be organized and able to handle multiple tasks.
- Self-motivated and able to work independently.



**Job Opportunity:**  
**Development Manager-Priority Lead**

**Salary:** \$74,625

**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 below:

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=6850334](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6850334)

*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.*