

Job Opportunity: Development and Philanthropic Services Communications Manager

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 communications Manager! The Development and Philanthropic Services Communications Manager is responsible for developing strategic communications that effectively articulate the mission and impact of the Foundation and donor investment, educating Foundation stakeholders on strategic priorities and inspiring action. This role has a specific emphasis on developing communications and collateral in service of engaging donors and prospects in dynamic ways via a variety of platforms including newsletters, web and proposals. The incumbent manages the creation of large publications, develops communication materials in collaboration with leadership and crafts narratives that highlight donor stories and significant initiatives. This position also provides editing support, collaborative writing and visual content support, ensuring a cohesive and persuasive message strategy.

Essential Duties & Responsibilities:

Donor Content Creation and Editorial Strategy

- Serves as primary writer for Development and Philanthropic Services (DPS) communications and collateral in alignment with the Foundation's commitment to racial equity and inclusion.
- Composes newsletters and other ongoing communications that inspire and persuade DPS constituency to action, including monthly newsletters, end-of year letters, marketing collateral, donor brochures, strategic priority updates, stewardship reports and event communications.
- Manages publications by overseeing and managing large publications related to DPS, including planning, drafting and coordinating feedback.
- Develops materials in partnerships with Senior Director of Development and Major Gifts (SD-DMG) and colleagues across the Foundation.
- Prepares and modifies pitch decks and PowerPoint decks in collaboration with DPS colleagues.
- Builds and updates donor collateral, including one-pagers, sell-sheets and web copy to create seamless, consistent messaging in partnership with SD-DMG and DPS leadership.

Strategic Communication and Storytelling

- Drafts development-related materials, such as talking points and scripts for Foundation leadership, volunteers and ambassadors.
- Develops public relations content, such as DPS-related press releases.
- Collaborates with leadership and colleagues across the Foundation on Foundation-wide strategic communications to advance impactful stories and quotes from leaders and donors.
- Compiles and shares donor stories, in collaboration with external stakeholders, DPS and Marketing and Communications (MarCom), that support and inspire stakeholders in investing to and through the Foundation.

Development-Based Collateral (supporting solicitations via development-based collateral)

- Composes campaign proposals, including longer pieces that support and inspire investment to and through the Foundation.
- Provides support to SD-DMG and DPS leadership in drafting grant applications and reports, when appropriate.

Collaborative Writing

- Co-writes articles and materials alongside MarCom, specific to donor and adviser-related content.
- Provides response editing support for colleagues' drafts and materials, ensuring clarity and alignment with organizational messages.

Photography and Visual Content Support

- Serves as photographer upon request for donor and adviser-related events and ensures that photos are edited and available for various communications needs.

Research

- Synthesizes and packages research and information on prospects and donors for a variety of internal audiences and key volunteers.
- Provides prospect research in response to urgent requests not able to be fulfilled by the research consultant.

Education & Experience

- Bachelor's degree in related field required.
- Two (2) or more years of related experience in communications, marketing, fundraising and/or non-profit development required.
- Project management experience preferred.
- Experience developing marketing materials preferred.

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 commitment to racial equity and inclusion.
- Self-motivated and able to work independently, take initiative and solve problems.
- Demonstrated superior customer service skills and aptitude; ability to interact effectively with people from diverse backgrounds.
- Proficient in Microsoft Office Suite applications, web-based applications and databases; experience in Adobe Creative Suite.



**Job Opportunity:
Development and Philanthropic Services
Communications Manager**

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 apply to the link below:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6994173

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.