

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 Portfolio Manager -Health Equity!** The Portfolio Manager is responsible for the development, management and evaluation of a portfolio of grants and initiatives to fulfill the mission of the Foundation. This role identifies opportunities to engage donors, nonprofits and partners to support strategic priorities. The incumbent works to advance the Foundation's commitment to racial equity and inclusion through priority grantmaking, community engagement and participating on relevant taskforces and neighborhood committees to address significant community issues.

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

- As part of the Community Impact team, the Portfolio Manager investigates and research ways to inform strategic direction, utilizing convening and advocacy/public policy to advance grant portfolio focus areas(s).
- Recommend grant investments to redress racial health disparities and meet unmet community health needs through an antiracist framework for systems change.
- Advances Foundation health equity strategies and fosters community leadership and collective action in alignment with grant portfolio investments.
- Maintains trusting relationships with Foundation partners.
- Participates in collective action efforts which advance racial equity and the portfolio's funding priorities.
- Oversees distribution of discretionary grant funds across portfolio funding priorities in alignment with racial equity mission and grantmaking framework.
- Oversees grants and related projects that advance the Foundation's work in the respective portfolio/focus area(s).
- Build relationships with other funders and stakeholders to identify opportunities to align funding investments to promote health equity.
- Develops grant reviews and presentations for the CI committee.
- Partners with Donor and Philanthropic Services to help expose, educate and engage donors on portfolio priorities and investments.
- Conducts careful analysis to identify opportunities for the Foundation to have significant impact in promoting racial equity and inclusion in the grant portfolio, including developing and utilizing strategies for grantmaking focus.
- Prepares committee recommendations with the ability to provide rationale and support for grantmaking.
- Conducts site visits to assess progress of grantee organizations and projects, evaluate progress and final reports, and assess and document grant impact.
- Represents the Foundation at community meetings and events that align with strategic priorities.
- Serves on cross-functional teams as necessary/assigned to coordinate work interdepartmentally.
- Participates in assigned meetings, events and training as required.

**Non-Essential Duties:**

- Provides technical assistance to nonprofit agencies on Foundation grant policies and procedures, proposal development and other funding sources.
- Participates in community planning efforts, workshops and conferences.
- Performs 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 knowledge, skill and/or ability (KSAs) and experience required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Education & Experience*

- Bachelor's degree in nonprofit management, administration or social sciences, or equivalent work experience required.
- Three (3) or more years of professional experience in economic or community development required.
- Experience managing or directing a major initiative/project and facilitating group discussions around community issues required.
- Experience and/or knowledge of the nonprofit sector and the greater Milwaukee community preferred; foundation and grantmaking knowledge a plus.

*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 and as a team member, 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.
- Must be honest, dependable and able to handle multiple tasks while being organized and meeting deadlines.
- Ability to communicate respectfully and effectively, verbally and in writing.
- The ability to build a broad network of relationships within communities experiencing inequities.
- Proven history of deep listening skills and ability to accurately assess needs and build trusting relationships.
- Excellent analytical and interpersonal skills.

*Certifications, Licenses, Registrations*

- Must have a valid driver's license, proof of auto insurance and reliable transportation.



**Job Opportunity:**  
**Portfolio Manager-Health Equity**

**Salary:** \$85,800

**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 to apply:

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=6930786](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6930786)

*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.*