



## **Job Opportunity: Administrative Assistant- Development and Philanthropic Services**

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 an Administrative Assistant!** The Administrative Assistant in the Development and Philanthropic Services department is responsible for administrative and operational functions related to the Development and Philanthropic Services team. This position is both reactive to the needs of the team and proactive in managing several administrative recurring processes, projects and tasks that involve database entry and reporting, meeting preparation, managing expenses, calendar management, electronic filing, and event planning support. The incumbent provides other general support for the team, as well as the Foundation overall in partnership with administrative/operational colleagues at the Foundation.

- Provide administrative support to assigned colleagues, which includes meeting coordination, material preparation, data entry, expense reporting, and other general administrative tasks.
- Schedule a wide variety of activities, which includes appointments, meetings, travel reservations, facility usage, etc. for internal and external stakeholders.
- Prepare a variety of documents, which include correspondence, agendas, meeting minutes, event programs, reports, etc. to both communicate and document.
- Collaborate in processing departmental mailings, appeals, periodic publications, end-of-year communications, and other donor-related mailings.
- Maintain supply of marketing collateral by working with Communications & Marketing and Finance, ensuring all information sheets and presentation materials are updated regularly.
- Participate in assigned meetings, events and training as required.

### **Process Management**

- Manage 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.
- Partner with events team to coordinate invite lists and event registrations, preparing event materials, name tags, serve as external contact, and confirming reservations and attendance.
- Assist with refining and streamlining our shared work with continual process improvement and efficiencies.

### **Reporting and Data Processing**

- Partner with central operations team to maintain database with accurate donor information by updating records, filing documents, and maintaining data integrity.
- Maintain the Foundation's fund files by creating new files, maintaining an organized system, auditing for accuracy, etc.
- Produce database reports, including gift and grant histories, generating portfolios, financial reports, and other on demand reports as needed by those this position supports.



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- Communicates with donors and fund advisers, in a timely manner, regarding fund balances, grant status and history, gift status and history, and other fund information.
- Fulfill requests for donor-related data from team members and other departments for events, publications, and Foundation needs.

**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 (with intermediate to advanced skills in MS Excel), Teams, Asana and Zoom.
- Ability to work with databases (e.g. Foundant) and navigate systems to enter and extract information.

**Work Schedule & Travel Requirements**

- In order to best support the team, this position works primarily from the GMF office with limited opportunities for remote work.
- 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 quarter).

**Salary:** \$56,425

**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=6754031](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6754031)

*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.*