

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 Senior Special Events and Convening Manager! The Senior Special Events and Convening Manager is responsible for providing enterprise-wide leadership, project management and support for the Foundation's varied portfolio of signature events, convenings and stakeholder engagement experiences. This role collaborates with department liaisons and external event partners to develop and implement a framework for utilizing events and convenings as strategic tools that advance organizational priorities, strengthen relationships, amplify the Foundation's brand impact and inspire charitable giving and collective action. The incumbent fosters collaboration among departments, builds philanthropic partnerships and requires a command of event leadership and management expertise.

Essential Duties & Responsibilities:

Strategic Event Leadership, Enterprise Planning and Execution

- Partners with leadership and cross-functional teams, to identify opportunities and conduct strategic event planning where events, convenings and partnerships can advance the Foundation's mission, influence, visibility and collective community impact.
- Serves as the Foundation's subject matter expert and strategic advisor on event vision, audience engagement, stakeholder experience and convenings.
- Drives event planning and execution across the organization by setting and using universal protocols, procedures and practices that ensure operational standardization that help advance the Foundation's brand, values and a high-quality stakeholder experience.
- Leads an annual organization-wide advance planning process to inform the budget for the upcoming year's event slate.
- Participates in assigned meetings, events and training as required.

Enterprise Event Management and Experience Management

- Provides strategic leadership, vision and project management for a range of complex and dynamic events and convenings.
- Hands-on responsibilities and oversight of tasks and others include: creating and supporting a vision for multiple events, working with collaborating partners to understand needs/opportunities and set strategies, determining staffing and resources needed for production, developing and managing a production plan, managing and assigning associated production logistics, coordinating assignments and detailed follow-up on tasks, managing event calendaring and stakeholder promotion, effectively communicating progress and needs to the collaborating team, developing run-of-show documents, conducting executive briefing, producing an efficient, welcoming day-of event/convening experience,

overseeing day-of event functions (e.g. team of volunteers, partners, vendors), engaging with attendees and speakers/entertainment, and completing wrap-up communications post event.

- Oversee event budgets, contracts, financial reporting and resource allocation to ensure effective stewardship of Foundation resources.
- Assesses stakeholder satisfaction, conducts event debriefing for learnings and continuous improvement, determines outcomes and strategic success, issues results and wrap-up report after events.

Greater-Together Civic Awards Leadership and Execution

- Serves as the leader for the Foundation's prestigious Greater Together Awards program.
- Manages the annual nomination through production of the major awards event promotion, which spotlights the honorees who are shaping a more inclusive, vibrant and equitable Milwaukee for all.
- Serves as the program staff liaison with the selection committee and Marketing and Communications team to secure program and award visibility.

Partnership Activation and Stakeholder Engagement

- Ensures events serve as an extension of the Foundation's brand and strategic narrative through consistent messaging, visual identity, storytelling, audience engagement and brand impact.
- Designs and lead strategic events and convenings that bring together donors, community leaders, nonprofit partners, elected officials, corporate stakeholders and other key audiences around shared priorities and opportunities.
- Collaborates with colleagues to activate strategic relationships through events and convenings that deepen engagement and build trust.

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 to apply. [Senior Special Events and Convening Manager](#)

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.