

Job Opportunity: Program Officer

For more than a century, the **Greater Milwaukee Foundation** (GMF) has been inspiring philanthropy, serving donors, and strengthening communities. Together with its donors and many community partners, the Foundation guides and shares a collective vision that Greater Milwaukee becomes a vibrant, economically thriving region comprised of welcoming and inclusive communities that provide opportunity, prosperity and a high quality of life for all.

You can make a difference, as we are seeking a Program Officer! The Program Officer is responsible for the development, management, and evaluation of a portfolio of grants and initiatives to fulfill the mission of the Greater Milwaukee Foundation. In partnership with program officers and philanthropic advisers, this role will identify opportunities to engage donors, nonprofits, and partners in efforts to support the strategic priorities. The incumbent will work 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.

Key Responsibilities

- Collaborates with Community Impact team on investigation and research to inform strategic direction, utilizing convening, advocacy/public policy to advance grant portfolio/focus areas(s) goals.
- Oversees grants and related projects that advance GMF's work in the respective portfolio/focus area(s).
- Conducts careful analysis to identify opportunities for GMF to have significant impact in promoting racial equity and inclusion in the grant portfolio, including developing and utilizing strategies for grantmaking focus.
- Partners with Development and Philanthropic Services staff to create and execute on opportunities that help expose, educate and engage donors in the Foundation's strategic priorities; this may include providing information and/or meeting with donors interested in assigned portfolios, as well as collaborating on longer-term volunteer engagement.
- Investigates, evaluates, and reports on funding requests for recommendation to Community Impact Committee and Board.
- Prepares committee recommendations with ability to provide rationale and support for grantmaking.
- Conducts site visits to assess progress of grantee organizations and projects and reviews and evaluates progress and final reports to assess and document grant impact.
- Represents the Foundation at community meetings and events that align with strategic priorities.
- Serves on interdepartmental cross-functional teams as necessary/assigned.

Qualifications

- Bachelor's degree in nonprofit management, administration, social sciences, or other related field and four (4) or more years of experience in health or social services required. In lieu of degree, equivalent professional experience in nonprofit management or social services acceptable.
- Broad network of relationships within communities experiencing inequities; history of deep listening skills and ability to accurately assess needs and build trusting relationships.
- Experience and/or knowledge of the nonprofit sector and the greater Milwaukee community; experience working with grants, grantees, funders or boards.

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- Experience managing or directing a major initiative or project and facilitating group discussions around community issues.
- Driven to operate in alignment with the culture, core values, purpose, and vision of the Greater Milwaukee Foundation.
- Excellent written, verbal, analytical and interpersonal skills.
- Ability to work independently and as a team member.
- Must have a valid driver's license, proof of auto insurance and reliable transportation.

Due to COVID-19, our offices are currently operating with employees working remotely. The successful candidate may be required to work remotely in the interim. We recognize that at this moment, during the pandemic, it is a uniquely difficult time for most people and we aim to be as flexible and supportive as possible in both the recruitment for and onboarding of this position.

Application Instructions: Please include resume, cover letter and salary requirements when [applying](#).

Benefits: We offer an excellent benefit package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO), educational assistance and more!

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.