

The **Greater Milwaukee Foundation (GMF)** 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 Grants Coordinator! The Grants Coordinator is responsible for management and data entry of GMF and supporting organization grants for agency endowment, designated, donor advised, field of interest and unrestricted funds. This position is also responsible for performing due diligence review for all non-discretionary grant awards and maintaining Foundation database records and files related to grant processing.

Key Responsibilities:

- Oversees maintenance of the database records and files for grantees and grants processes, including status of grant recommendations for donor advised funds and ACH information updates.
- Serves as a main contact for discretionary grant processing.
- Completes due diligence process for grantees receiving non-GMF discretionary grants, which includes communicating with grantee agencies to obtain documentation, ensuring compliance with IRS regulations and reviewing financial and governance documentation.
- Assists in compliance review for the National Standards related to non-GMF discretionary grants.
- Performs quarterly agency grant and annual designated grant calculations.
- Oversees annual designated processing for a high volume of grants and audit of the gift agreements for donor intent as well as grant reports review.
- Prepares communications related to grants, including donor advised grant confirmations.
- Creates and prepares Board materials for grant approvals of consent agenda grant listings, including but not limited to, donor advised, early decision discretionary, agency endowment and designated. Prepares mail ballots as needed.
- Provides timely and accurate communications with donors and fund advisors related to grantmaking activity.
- Prepares and compiles regular and special requests, including regular exception reports to maintain database integrity.
- Generates award and grant payment letters for all grants.
- Coordinates review of required conditions for non-GMF discretionary grants, which includes the complete review of use of grant fund reports for awards from designated funds.

Qualifications:

- A high school diploma, GED or HSED required; Associate degree or higher in accounting preferred.
- Three (3) or more years of customer service experience required; previous experience working in the nonprofit industry preferred.
- Proficient in Microsoft Office Suite applications (i.e. Outlook, Word, Excel, PowerPoint specifically), web-based applications and databases.
- Ability to interpret and communicate financial information to clients.
- Ability to calculate income available throughout the year to donors for grantmaking.
- Demonstrated commitment to racial equity and inclusion.
- Highly organized and detail-oriented.
- Ability to communicate respectfully and effectively, verbally and in writing.
- Criminal background and credit checks are required for this position.

We recognize that at this moment, during the COVID-19 pandemic, it is a uniquely difficult time and we aim to be as flexible and supportive as possible in both the recruitment for and onboarding of this position. Some staff may be eligible to work a hybrid work schedule (i.e. work part of their regular schedule remotely). However, all staff must work the majority of their time in the GMF office.

Salary Range: \$43,000 - \$52,000

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!

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

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.