Job Opportunity: 
Events and Convening Specialist

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 an Events and Convening Specialist! This newly created position is responsible for leading, developing and implementing a proactive and planful approach to signature Foundation events and convenings. The incumbent is responsible for collaborating with a wide range of internal and external constituents and maintaining strong working relationships with Foundation staff, local community leaders, donors and others. The Events and Convening Specialist works strategically to motivate and encourage a broad range of partners and prospects to join and deepen efforts of the Foundation.

**Key Responsibilities:**

- Collaborates with Foundation leadership to identify how strategic priorities can be enhanced through events.
- Takes a planful approach in developing annual event calendar and individual event work plans.
- Develops and communicates event work plans that include goals, objectives, budgets, timelines and staff roles.
- Manages event vendors, such as AV and tech teams, staging suppliers, caterers, valets and any talent hired or volunteering for events.
- Prepares internal documents to articulate anticipated event outcomes, invitation details, program timelines and scripts, staff roles, seating charts, etc.
- Schedules and prepares pre-event CEO briefings for high profile events.
- Leads post-event debriefings with a focus on continuous improvement.
- Ensures event follow-up is executed and communication is shared with event participants.
- Oversees development of collateral, such as invitations, programs, handouts, slide and video presentations.
- Develops marketing plan and implementation to successfully promote events to targeted audiences.
- Oversees signature events to achieve a consistent brand experience and integrate messaging that supports the goals and objectives of the Foundation.
- Strategizes the use of marketing and communication assets (e.g. video, print, email, social) across multiple platforms to leverage promotional opportunities.
- Identifies and utilizes venues, vendors and platforms that align with GMF’s brand, mission and values.
- Creates annual summary report for signature events with an eye towards maximizing the Foundation’s strategic objectives and brand recognition.
- Provides assistance for internal events and meetings at the Foundation.
- Prepares, orders and stocks meeting spaces with appropriate materials, beverages and food items.

**Qualifications:**

- Associate degree in related field or equivalent work experience required; Bachelor’s degree preferred.
- Five (5) or more years of hospitality, event planning or administrative support experience required; previous experience working in the nonprofit industry preferred.
- Demonstrated commitment to racial equity and inclusion.
Job Opportunity: 
Events and Convening Specialist

- Ability to develop authentic relationships with partners and stakeholders.
- Strong ability to work with presentation and AV equipment; expertise in troubleshooting software problems.
- Strong problem-solving and collaborative skills, including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
- Excellent presentation skills and ability to communicate respectfully and effectively, verbally and in writing.
- Demonstrated knowledge of event planning and coordination with the use of outside vendors.
- Ability to think creatively.
- Proficient in Microsoft Office Suite applications (i.e. Outlook, Word, Excel, PowerPoint specifically), web-based applications and databases.
- A valid and current driver’s license and/or reliable transportation required.

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 are asked to work the majority of their time from the GMF office.

Salary Range: $50,430 - $60,510

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._