

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 Development and Philanthropic Services Specialist II! The Development and Philanthropic Services Specialist II is responsible for providing executive support to the Vice President of Development and Philanthropic Services. This role is also responsible for administrative and operational functions within the department which includes processing gifts, financial statements, donor-related board meeting materials and miscellaneous reports. This position maintains Foundation database records and files, provides service support to existing funds and donors, and performs other general office duties to support the Development and Philanthropic Services (DPS) department.

Key Responsibilities:

Executive Support

- Maintains daily schedule and performs calendar maintenance for the department Vice President (VP), coordinating with internal and external groups as necessary.
- Coordinates internal meetings and events for the VP, which includes scheduling, confirmations, meeting setup and takedown, material preparation and follow-up, catering and other logistics.
- Coordinates donor meetings and events for the VP and CEO, which includes scheduling, donor correspondence, booking reservations, meeting setup and takedown, material preparation, catering and other logistics.
- Coordinates DPS board committee meetings, which includes scheduling, meeting setup and takedown, material preparation, mailings / board portal postings, catering and other logistics.
- Proactively anticipates needs of the VP to provide information and materials for internal and external meetings. Keeps the VP informed on items that arise throughout the day: use judgment to suggest solutions and/or opportunities.
- Prepares correspondence of a highly confidential nature to include letters, documents, presentations, reports and spreadsheets.

Reporting and Data Processing

- Processes all gift transactions, which includes completing gift entry, logging gifts and sending out acknowledgment letters on a daily basis.
- Serves as online donor portal (POL) contact for donor questions and those needing access, which includes ensuring POL stays updated with latest information and weekly data uploads.
- Maintains donor management system (FIMS) with accurate donor information by regularly setting up new funds, updating records, producing database reports and maintaining database integrity.
- 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.
- Maintains the Foundation's fund files (both electronic and hard copy) by creating new fund files, maintaining an organized system and scanning all fund documentation into the database.

General Support

- Provides administrative support to assigned team members, which includes scheduling, meeting coordination, meeting material preparation, data entry, travel arrangements, expense reporting and other general administrative tasks.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/ accommodations, facility usage) for internal and external stakeholders and groups.
- Coordinates meeting/event registrations and logistics, which includes securing space, arranging food and refreshments, preparing materials and confirming reservations and attendance.
- Prepares a variety of documents (e.g. correspondence, agendas, minutes, event programs, reports) to communicate information and/or create documentation in paper and/or electronic format.

Qualifications:

- Associate degree in related field or equivalent work experience required; Bachelor's degree preferred.
- Four (4) or more years of administrative support experience required; experience supporting a senior-level executive in a fast-paced environment strongly preferred; nonprofit experience preferred.
- One (1) or more years of experience providing customer service to clients required.
- Two (2) or more years of data entry and/or database management experience required.
- Criminal background and credit checks are required for this position.
- Proficient in Microsoft Office (MS) Suite applications (i.e., Outlook, Word, SharePoint, PowerPoint specifically), with intermediate to advanced skills in MS Excel and web-based applications and databases.
- Strong editing, proofreading, presentation design and database management skills.
- Ability to exhibit a positive image, high level of professionalism and confidentiality.
- Excellent written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with sound decision-making capability.
- Demonstrated ability to achieve performance goals and meet deadlines in a fast-paced environment.
- Ability to read, understand and explain various documents and concepts to donors, including wills and trusts, spending policy, investment performance, asset allocation, etc.
- Ability to interact effectively with people from diverse backgrounds.
- Must be organized and able to handle multiple tasks, switch between tasks efficiently and consistently produce a high-quality work while performing under pressure.

Application Deadline: February 27, 2020; 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.