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 Community Engagement Manager! This newly created position is responsible designing and executing strategies to build and deepen community relationships, strengthen ongoing neighborhood partnerships in sustaining the Foundation’s efforts to support community-driven change through the lens of A Milwaukee for All. This role serves as the face of community outreach and engagement by co-leading the development and implementation of an engagement plan that centers the ideas and leadership of residents and community stakeholders. The incumbent coordinates and facilitates participatory grantmaking processes with the Community Advisory Council and engages with cross functional departments, workgroup and other key stakeholders. The Manager plays a key role in helping GMF reach its community engagement goals.

**Key Responsibilities:**

- Supports A Milwaukee for All through community engagement team efforts.
- Supervises and assesses the performance of Community Engagement Fellow and volunteer staff.
- Co-leads community engagement efforts to leverage the voice and leadership of residents and community stakeholders in the Foundation’s community engagement work.
- Plans and facilitates meetings, community events and trainings (in-person and virtual) with a focus on building and cultivating relationships and increasing the engagement of residents, community partners and stakeholders whose work aligns with the Foundation’s strategic goals.
- Facilitates the participatory grantmaking process by directing resources to neighborhood priorities identified through A Milwaukee for All and the Community Advisory Council, identifying potential grantmaking opportunities and strategies and preparing recommendations.
- Conducts basic research on grant applicants, nonprofit issues or other matters pertinent to specific neighborhood priorities, learning and leadership development opportunities for residents.
- Coordinates inter-neighborhood learning opportunities, meetings, convenings and other events, which includes coordinating attendee schedules, invitations and meeting logistics.
- Serves as liaison for Community Advisory Council(s) and GMF.
- Identifies and establishes learning programs of interest to residents and nonprofits.
- Retrieves and compiles files (historical and data-based) of neighborhood projects for proposal review, presentations and newsletters.
- Maintains current calendars related to Community Advisory Committee and neighborhood happenings.
- Performs administrative tasks, such as recordkeeping, contact management, photocopying, etc. as required to successfully support the Community Advisory Council.
- Maintains regular, proactive and responsive correspondence with residents, nonprofit organizations and other stakeholders.

**Qualifications:**

- Five (5) or more years of relevant work experience or coursework equivalency required, preferably in the field of community organizing, social entrepreneurship, nonprofit management or communications.
- Experience leading or participating in community engagement and neighborhood partnership work, preferably in Milwaukee and/or in neighborhoods that have historically experienced disinvestment for related engagement work required.
Job Opportunity:
Community Engagement Manager

- Experience working to engage and/or mobilize people around social change required.
- Experience with managing complex projects preferred.
- Conflict resolution experience or training preferred.
- Experience working in a professional office environment preferred.
- Experience with program development, continuous improvement and culturally responsible practices a plus.
- Demonstrated commitment to racial equity and inclusion.
- Demonstrated ability to mobilize and leverage community voice and leadership to advocate for community-driven strategies.
- Demonstrated ability to work effectively with a diverse group of constituents, utilizing multi-cultural intelligence, appreciation and respect.
- Demonstrated interest and commitment to community initiatives, resident engagement, nonprofit or mission work.
- Strong project management skills.
- Ability to effectively collaborate, engage and listen to residents, colleagues and stakeholder groups.
- Proficient to advanced administrative skills with knowledge of tools and techniques that ensure operational efficiency and effectiveness.
- Proficient in Microsoft Office Suite applications (i.e. Outlook, Word, Excel, PowerPoint specifically), web-based applications, databases and virtual collaboration platforms like Zoom and Teams.
- Strong public speaking skills and ability to communicate respectfully and effectively, verbally and in writing.
- Must be available to attend events or meetings outside of normal work hours, including some evenings and weekends (no more than 15 hours per week).
- A valid and current driver’s license and/or reliable transportation is 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.