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 Program Officer!** This role is responsible for the development, management and evaluation of a portfolio of grants and initiatives to fulfill the mission of the Foundation. In partnership with the Impact Investment team, the Program Officer manages the equitable economic opportunities portfolio. The incumbent works to advance GMF’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 (CI) team on investigation and research to inform strategic direction, utilizing convening and advocacy/public policy to advance grant portfolio/focus areas(s).
- Oversees grants and related projects that advance GMF’s work in the respective portfolio/focus area(s).
- Collaborates with Impact Investment team on strategic development, implementation and evaluation of the equitable economic opportunity portfolio.
- 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 on 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 letters of inquiry and full proposals for recommendation to the CI Committee and Board.
- Prepares committee recommendations with the ability to provide rationale and support for grantmaking.
- Conducts site visits to assess progress of grantee organizations and projects, evaluate progress and final reports, and assess and document grant impact.
- Represents the Foundation at community meetings and events that align with strategic priorities.

**Qualifications:**

- Bachelor’s degree in the area of nonprofit management, administration or social sciences, or equivalent work experience required.
- Three (3) or more years of professional experience in economic development or community development required.
- Experience managing or directing a major initiative/project and facilitating group discussions around community issues required.
Job Opportunity:
Program Officer

- Experience and/or knowledge of the nonprofit sector and the greater Milwaukee community preferred; foundation and grantmaking knowledge a plus.
- Demonstrated commitment to racial equity and inclusion.
- Ability to build a broad network of relationships within communities experiencing inequities.
- Proven history of deep listening skills and ability to accurately assess needs and build trusting relationships.
- Excellent written, verbal, analytical and interpersonal skills.
- Ability to interact effectively with people from diverse backgrounds.
- Must have a valid driver’s license, proof of auto insurance and reliable transportation.

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:** $66,000 - $80,000

**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._