

Job Opportunity: DPS Coordinator

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 DPS Coordinator! The Development and Philanthropic Services Coordinator is responsible for managing the Development and Philanthropic Services (DPS) department's projects, processes, and special initiative events. This includes managing operational and administrative functions for the department, including budget, annual planning, portfolio management process, reporting and general support. This position manages and coordinates internal and external meetings and special events from planning to debriefing as well as donor meetings for the CEO. The incumbent ensures efficient and organized operations for the department and serves as the primary liaison for departmental projects.

Project Management

- Manages routine operational and administrative functions for the department including managing and executing on a broad variety of administrative tasks, as well as maintain and continuously improving procedural records.
- Coordinates all quarterly and monthly financial report distribution, which includes printing statements, producing cover letters and ensuring timely and accurate materials.
- Develops and prepares campaign and special fundraising initiative documentation, reporting and record keeping in conjunction with Director of Development and Major Gifts and Vice President, Development and Philanthropic Services and central operations team.
- Coordinates portfolio management process including pulling reports, scheduling and supporting portfolio reviews, managing portfolio assignments and tracking detail related to donor movement through engagement strategies as well as updating constituent information in the database to support fundraising initiatives and maintain accurate donor, prospect and portfolio data.
- Supports prospect research in developing donor/prospect profiles.
- Develops annual departmental budget and monitors responsible budget areas, expenses, vendor contracts and service agreements, tracks budgetary guidelines and resources, and provides budget status reports to department leadership at least quarterly and as requested.
- Manages annual department planning process and assists in the creation of annual goals and objectives for the DPS department.
- Additional special projects as assigned.

Event Coordination

- Coordinates internal meetings and events for the department 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 department VP and CEO, which includes scheduling, donor correspondence, booking reservations, meeting setup and takedown, material preparation, catering and other logistics.

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- Coordinates DPS board and special committee meetings, which includes scheduling, meeting setup and takedown, material preparation, mailings / board portal postings, catering and other logistics.
- In partnership with department leaders focused on special initiatives, develops annual event calendar and individual event work plans.
- Collaboratively develops and communicates work plans that include event objectives, budget, timelines, and staff roles.
- Serves as internal resource for colleagues charged with planning special initiative events.
- Leads on implementing event work plans in collaboration with cross-foundation partners.
- Manage event production vendors including AV and tech teams, staging suppliers, caterers, valets and any talent hired specifically for event.
- Collaborates with DPS Communications Coordinator to support event invitation and collateral.
- Prepares internal documents to articulate anticipated outcomes, invitation details, program timelines, program scripts, staff roles, seating charts, etc.
- Schedules and prepares pre-event leadership briefings.
- Actively tracks event expenses and maintain accurate records of invoices and contracts.
- Leads post event debriefings with a focus on continuous improvement – reviewing data and metrics, understanding whether event objectives were met and summarizing to inform future planning.
- Ensures event follow-up is executed and communication is shared with event participants as well as captured in the database.
- Creates annual summary report for special initiative events with an eye toward maximizing the Foundation's strategic priorities.

General Support

- Produces CRM reports, including gift and grant histories, portfolios, financial reports, team metrics and other requested reports as needed.
- Fulfills requests for donor-related data from team members and other departments for events, publications, and Foundation needs.
- Provides administrative support to executive and team leadership as needed, which includes scheduling for internal and external stakeholders, meeting coordination, material preparation, data entry, expense reporting, and other general administrative tasks.
- Collaborates in processing departmental mailings, appeals, periodic publications, donor communications, and other donor-related mailings.
- Participates in assigned meetings, events, and trainings as 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 must work the majority of their time in the GMF office.

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Salary: \$62,400

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.