

## **Milwaukee Succeeds**

### **Fund Development Manager**

**Milwaukee Succeeds** (MKES) is a broad-based, community collaboration that aims to improve educational outcomes for every child in Milwaukee, in every school, cradle to career. Using a data-driven process that focuses resources on high-impact strategies, Milwaukee Succeeds will begin to move the needle on what works for kids, and better position our children and our community for a successful future.

To achieve its mission, MKES works to convene a wide range of stakeholders to identify and implement strategies that improve educational outcomes in the early childhood education and high school spaces. Our push for education equity centers racial equity, sharing power with new sources of community leadership and taking action that results in systems change. **As part of the Greater Milwaukee Foundation, Milwaukee Succeeds reflects the Foundation's commitment to education, rooted in 100 years of history in the Milwaukee region.**

**You can make a difference, as Milwaukee Succeeds is seeking a Fund Development Manager!** The Fund Development Manager is a new position, designed to collaborate with leadership and colleagues, to advance the strategic processes of fund acquisition and fund management. The Manager will play a critical role in achieving fundraising goals through prospect research, grant writing, donor cultivation, and aligning development with strategic planning. The Manager will oversee the requirements for incoming funding by providing clear communication of fund initiation, guidelines, deliverables, reporting and other essential measures to colleagues.

#### **Key Responsibilities:**

- Identify local, regional, and national funding prospects, including researching and communicating funder priorities, strategies, and actions and proactively identifying areas of alignment with Milwaukee Succeeds priorities.
- Initiate and maintain healthy two-way communication with prospective and current funders, keeping them informed about and engaged in our work and learning about their priorities and work.
- Efficiently and accurately draft grant proposals through organization and careful collaboration with colleagues. Edit proposals completed by other colleagues, checking for style and grammatical accuracy, as well as messaging consistency.
- In collaboration with Greater Milwaukee Foundation colleagues, cultivate relationships with donors and other investors including developing collateral (e.g., FAQ documents, program descriptions, cases for support) and donor engagement activities.
- Work with colleagues to identify innovative approaches to funding Milwaukee Succeeds priorities.
- Provide project management for development related activities.

#### **Qualifications:**

##### Education & Experience

- Minimum 3-5 years of fundraising experience (project management, development database management, research and writing, and donor cultivation)

##### Knowledge, Skills & Abilities

- Commitment to building an anti-racist organization.
- Strong oral and written communication skills, including experience communicating complex topics and concepts to audiences with a range of familiarity with the topics.
- Ability to synthesize data quickly to produce clear and concise narratives within short timeframes.

- Experience working with diverse coworkers and across departments to create materials and products.
- Ability to manage time to meet continuous deadlines.
- Ability to work and thrive in a fast-paced, energetic and complex environment.
- Research and analytical skills.
- Ability to support the mission, vision, and values of the organization and abide by applicable standards of conduct, policies and procedures.
- Proven interpersonal skills and ability to manage conflict, mediate, build trust, and maintain effective working relationships with colleagues and partners.
- Self-motivated and able to work independently.
- Intermediate skills in Microsoft Office Suite applications (i.e., Outlook, Word, Excel, PowerPoint specifically), and familiar with the use of web-based applications and databases.

*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:** \$69,600

**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.***