

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 Civic Engagement Specialist! This role is responsible for identifying and coordinating GMF's efforts on public policy and community change activities that support the Foundation's priorities with a focus on racial equity. The Civic Engagement (CE) Specialist partners with others to identify opportunities to engage donors, nonprofits, elected and appointed officials, community influencers and other partners to support GMF's priorities and Racial Equity and Inclusion (REI) Framework. The incumbent assists in implementing public policy influence efforts and community advocacy activities that promote community progress and civic leader engagement in GMF's efforts to bring about positive systemic change and sustainable community improvement.

Key Responsibilities:

- Identifies, partners and assists in the design of public policy and civic engagement strategies that further the goals and strategies of the Foundation's REI commitment.
- Conducts and/or coordinates research and prepares analysis on community issues, public policy, policy proposals and studies in support of the Foundation's priorities.
- Supports civic leadership engagement and community engagement efforts in GMF's priority neighborhoods.
- Partners with colleagues to use public policy knowledge to shape ideas and inform priorities for new and ongoing initiatives and for creation of new and enhancement of existing community partnerships.
- Gathers and reviews research and analyzes data to inform strategy development for the Foundation's REI goals in partnership with internal and external stakeholders.
- Captures public policy, program, initiative and partnership knowledge to support internal learning purposes, course corrections or redesigns.
- Represents GMF at community meetings and events related to key strategic issues.
- Provides briefings for donors and audience-appropriate presentations for community groups, partner organizations and Foundation stakeholders.
- Analyzes local, state and federal policy development, legislative activities and emerging issues which may impact the Foundation's priorities and provides frequent briefings and updates to colleagues.
- Collaborates with and learns from other Foundations, funders, civic leadership entities and organizations making an impact in public policy and civic engagement.

Qualifications:

- Bachelor's degree in related field or equivalent work experience required.
- Five (5) or more years of related experience in public policy, nonprofit community organizations or the policy-making public sector required; nonprofit advocacy experience highly desired.
- Knowledge of and passion for the local community, as well as a genuine understanding and enthusiasm for the power of philanthropy and the overall civic sector to influence public policy.
- Ability to listen to multiple viewpoints, identify points of common ground or consensus and build shared understanding of issues, opportunities for policy or advocacy approach across various stakeholder groups.
- Critical thinking and critical analysis skills.
- Knowledge of public policy.
- Ability to effectively develop and manage project timelines with short-, mid-, and long-term milestones articulated.
- Ability to translate the impact of policies and practices on the end-user to create and to propose compelling frameworks for change.
- Understanding of and the application of research and analysis to real-time challenges.
- Ability to interact effectively with people from diverse backgrounds.
- Excellent written, verbal, analytical and interpersonal skills.
- Ability to work independently and as a team member.
- Must have a valid driver's license, proof of auto insurance and reliable transportation.

Due to COVID-19, our offices are currently operating with the majority of employees working remotely. The successful candidate may be required to work remotely in the interim. We recognize that at this moment, during the pandemic, it is a uniquely difficult time for most people and we aim to be as flexible and supportive as possible in both the recruitment for and onboarding of this position.

Salary Range: \$48,000 - \$59,000

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](#) (resumes will be reviewed as they are submitted).

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.