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 Fellow! This position is responsible for partnering with the Community Engagement team to provide leadership and vision to build and deepen community relationships and 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 Fellow coordinates and facilitates community outreach and engagement efforts, engages with the Community Advisory Council and engages with cross functional departments, workgroups and other key stakeholders. This position plays a key role in helping GMF reach its community engagement goals.

Key Responsibilities:

- Supports A Milwaukee for All through community engagement team efforts.
- Co-leads the development and support of lived experience leadership in the work of the Community Advisory Council, residents and key stakeholders in the Foundation’s place-based neighborhoods.
- Supports the planning, implementation and facilitation of 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.
- Supports the participatory grantmaking process.
- Assists with increasing outreach to and engagement of community partners whose work directly aligns with the Foundation’s strategic priorities.
- Supports communication efforts that highlight the leadership of the Community Advisory Council, events and participatory grantmaking efforts.
- Facilitates conversations on a range of complex issues and projects that impact the community.
- Coordinates scheduling of interviews and focus groups for the neighborhood landscape analysis.
- Researches community issues and understands quality of life indicators.

Qualifications:

- Three (3) 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 working to engage and/or mobilize people around social change required.
- Experience with managing complex projects a plus.
- Conflict resolution experience or training a plus.
- Demonstrated commitment to racial equity and inclusion.
- Demonstrated ability to work 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.
- Ability to effectively collaborate, engage and listen to residents, colleagues and stakeholder groups.
Job Opportunity:
Community Engagement Fellow

- Proficient administrative skills with knowledge of tools and techniques that ensure operational efficiency and effectiveness.
- Familiar with 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 organized and able to handle multiple tasks and projects.
- Must be self-motivated and able to work independently.
- 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.

**Compensation:** $18.00 - 20.00 per hour {the position, in part, is dependent upon continued grant funding}

**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.*