

Job Opportunity: Communications 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 Communications Coordinator! The Development and Philanthropic Services Communications Coordinator is responsible for developing strategic communications that educate Foundation stakeholders on the issues facing our community and inspire foundation stakeholders to take action. This role has a specific emphasis on developing communications and collateral in service of engaging of donors and prospects in dynamic ways via a variety of platforms including newsletters, web, and proposals. This position also supports the Foundation's development efforts through prospect research.

Key Responsibilities:

- Serves as primary writer for development and philanthropic services communication and collateral in alignment with the Foundation's commitment to Racial Equity and Inclusion
- Composes newsletters, and other ongoing communications that inspire and persuade development and philanthropic services constituency to action including fund statements, monthly newsletters, campaign newsletters, end-of year and legacy letters, etc. as well as issue/priority updates
- Creates stewardship documents and reports in collaboration with the director of development, and colleagues across the Foundation
- Develops talking points and scripts for Foundation volunteers and ambassadors
- Prepares and modifies pitch decks and power point decks in collaboration with departmental colleagues
- Builds and update donor collateral including one-pagers, sell-sheets, web-copy to create seamless, consistent messaging in collaboration in collaboration with the Director of Development
- Composes campaign proposals including longer pieces that support and inspire investment to and through the Foundation
- Provides Director of Development support in drafting grant applications and reports, when appropriate
- Compiles and shares donor stories, in collaboration with the external stakeholders and DPS and Marketing and Communications, that support and inspire foundation stakeholders in investing to and through the Foundation
- Synthesizes and packages research and information on prospects and donors for a variety of internal audiences and key volunteers
- Provides prospect research in response to urgent requests, not able to be fulfilled by the research consultant

Qualifications:

- Bachelor's degree in related field, or equivalent work experience, required.
- Three (3) or more years of related experience in communications, marketing, fundraising and/or nonprofit development.
- Experience in project management preferred.
- Experience in developing marketing materials preferred.
- Experience in Adobe Creative Suite preferred.
- Bilingual skills in Spanish, Hmong, and/or other languages preferred.
- Ability to support the mission, vision, and values of the Greater Milwaukee Foundation and abide by applicable standards of conduct, policies and procedures.

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- Knowledge of or willingness to learn philanthropy, its regulations and impact to community.
- Ability to interact effectively with people from diverse backgrounds.
- Ability to think strategically and creatively in a collaborative environment.
- Ability to communicate effectively, with excellent written and verbal communication skills verbally and in writing, and to listen.
- Ability to problem-solve issues.
- Good organizational skills, attention to detail.
- Ability to be self-motivated, flexible and adaptable with a sense of humor.
- able to multi-task and work independently.
- Proficient in Microsoft Office Suite applications (i.e., Outlook, Word, Excel, PowerPoint specifically), and database use.
- Must be honest, dependable, and able to meet deadlines.
- Must be organized and able to handle multiple tasks.
- Self-motivated and able to work independently.

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: \$60,510

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.