

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 two (2) Philanthropic Advisers to join our advising team!

Philanthropic Adviser Focused on Partner Foundations:

This position is responsible for managing an assigned portfolio of philanthropic partners with a focus on those connected to partner foundations in the surrounding suburban counties. The Adviser works to maintain a strong working relationship with philanthropic partners built on trust and shared goals, while providing the highest level of donor service. The incumbent maintains an active portfolio that is measured by donors growing their funds, co-investing in Foundation priorities and leveraging charitable dollars for grantmaking in the community. In partnership with the Senior Philanthropic Adviser and colleagues, this role provides additional administrative and operational support for partner foundations, including supporting their grantmaking programs.

Philanthropic Adviser Focused on Agency Endowments:

This position is responsible for managing the Foundation's portfolio of agency (nonprofit) endowments and related funds. The Adviser demonstrates initiative and employs strategy in developing strong working relationships with boards of directors and nonprofit leaders, including those aligned with GMF's racial equity and inclusion focus, to establish new funds and provide the highest level of service to partners. The incumbent exhibits a skillset and interest in working closely with investment data and reporting and presenting on such topics to finance and investment committees, preparing RFPs, etc. In partnership with the Senior Director of Donor Services and colleagues, the Adviser works collaboratively across the nonprofit community to grow investment in support of thriving and diverse nonprofit organizations for the region.

Key Responsibilities:

- Develops strategic and trusting working relationships in the community with prospective new partners, as well as the established partners in the portfolio.
- Maintains an active portfolio by collaborating with philanthropic partners on at least an annual basis to grow GMF funds, co-invest in GMF priorities and foster grantmaking into the community.
- Finds opportunities to engage philanthropic partners with the Foundation and the issues they care about, maintaining a proactive approach in communicating and anticipating needs, responding to philanthropic partner outreach and representing GMF with the upmost professionalism.
- Addresses fund audits, inactive funds or other challenging issues that may arise with the fund or the advisers connected to it.
- Contributes to the annual goals and objectives for Development and Philanthropic Services, as well as the achievement of GMF's major multi-year campaigns.

Job Opportunities: (2) Philanthropic Advisers

- Develops and executes strategies to engage donors, prospects, advisers and volunteers of color to advance the Foundation's commitment to racial equity and inclusion.
- Maintains accurate and detailed records of all interactions with prospects and donors.
- Oversees grants and related projects that advance GMF's work in the respective portfolio/focus area(s).
- Works closely with boards of directors and committees to prepare detailed recommendations and proposals, deliver presentations and respond to their questions.
- Assesses progress of grantee organizations and projects, evaluates progress and final reports, and assesses and documents grant impact.

Qualifications:

- Bachelor's degree in related field, such as finance, accounting or marketing, or equivalent work experience required.
- Three (3) or more years of experience in fundraising/development/advancement, sales, finance, accounting or marketing required; professional experience in the nonprofit sector strongly preferred.
- Demonstrated commitment to racial equity and inclusion.
- Knowledge of laws, regulations and processes related to charitable giving and nonprofit operations.
- Demonstrated ability to develop strong and credible relationships with donors/clients.
- Ability to provide rationale and support for grantmaking.
- Ability to interact effectively with people from diverse backgrounds.
- Ability to think strategically and creatively in a collaborative environment.
- Ability to communicate respectfully and effectively, verbally and in writing.
- Must have a valid driver's license, proof of auto insurance and reliable transportation.

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 Range: \$76,000 - \$92,000

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](#).

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.