Program Officer

Formed in 1961 by Joseph J. Zilber, the Zilber Family Foundation is a private independent grantmaking institution dedicated to enhancing the well-being of individuals, families, and neighborhoods. It supports organizations addressing basic needs and personal safety, increasing access to social and economic opportunity, and improving the quality of life in neighborhoods.

We have an excellent opportunity for a Milwaukee-based Program Officer! The Program Officer, a dynamic and engaged contributor to the team, develops, manages, and evaluates a portfolio of grants and initiatives to fulfill the mission of the Zilber Family Foundation. The PO pursues and generates innovative ideas that further the Foundation’s goals. They are one of the Foundation’s primary liaisons with the nonprofit community, as well as with other community, civic, and philanthropic partners. Knowledge of the nonprofit sector, affordable housing, and community economic development a plus.

Essential Leadership Qualities:

- The ability to build trusting relationships.
- Good judgment in decision making.
- Ability to analyze and formulate information into sound, well-organized plans of action.
- Effective and creative problem solving skills.
- Industrious and willing to take initiative.
- Approaches the workplace with motivation and creativity.
- Effective working in teams, and ability to collaborate effectively and encourage dialogue.
- Willingness to ask difficult questions and challenge assumptions.
- Ability to balance diverging and competing points of view.
- Ability to accept constructive criticism.
- Learns from the successes and failures of the past in planning for the future.
- Excellent communication skills, including listening skills.
- Great sense of humor.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s degree from four-year college or university preferred
- Five years related professional experience and/or training preferred
- Previous nonprofit or foundation experience helpful
- Adept at research, analysis, problem solving, and strategic thinking

We offer an excellent compensation and comprehensive benefits package including hybrid work environment, paid time off, health, dental, vision, and group term life insurance, 401k with company match and wellness/fitness reimbursement.

Interested parties please submit a cover letter and resume online. All qualified applicants will receive consideration for employment. Equal Opportunity Employer M/F/H.