Salary Range: $26,000 – $36,000
Hours: 20 hours per week

**Job Summary:**
The Women’s Fund of Portage County is a grant-making and engagement program of the Community Foundation of Central Wisconsin that serves Portage County. Our mission is to champion issues important to women and mobilizes all women to give, engage, connect, and support one another. The Community Foundation of Central Wisconsin is seeking a part-time Director to lead the Women’s Fund to strengthen relationships among women by bringing them together to identify important issues impacting women, expand our understanding of these issues, grow our $1M endowment, and make impactful grants to community organizations. The Director will lead the implementation of the Fund’s strategic plan with a collaborative and trusting team that includes the Fund’s volunteer advisory board, partners, Foundation CEO, and Foundation staff.

**Job Responsibilities:**
- Grow and nurture a collaborative, trusting, and diverse team environment.
- Communicate our identity and exciting future to attract more women to the Fund.
- Lead our volunteer advisory board and partners to implement a fund development strategy.
- Expand opportunities for women to build relationships and explore issues important to them.
- Expand the Fund’s ability to make impactful grants aligned with issues that are important to women.

**Qualifications and Attributes:**
The ideal candidate will bring a blend of collaborative leadership, community engagement, fund development, and grant-making skills and passion to the Women’s Fund.

The following qualifications are required:
- Bachelor’s degree.
- Experience building and nurturing volunteer relationships.
- Direct fundraising experience.
- Knowledge and experience of building an endowment.
- Familiarity with and commitment to Portage County area, with a desire to help women thrive and lead.
- Strong Computer Skills (Microsoft Office Suite) required and proficiency with design tools as well as social media platforms.
- Highly organized and able to manage multiple projects simultaneously.
- Ability to work independently and with a team (both colleagues and members of the Advisory Board).
- Creative thinking, thoughtful judgment, respectful communication, and honor confidentiality.
**Job Duties:**

**Communication**
- Actively promote the Women’s Fund on social media, with newsletters, press releases, and by other means.
- Work with Foundation staff to tell impactful stories that deepen our understanding of the challenges facing Portage County women as well as their successes.
- Work with the Foundation staff to tell the stories of the women we engage, the programs we support, and the impact we have.

**Development**
- Lead activities including annual appeals, special events, and relationship-building among current, prospective, and legacy donors.
- Ensure our donor database is up-to-date and maintained.
- Meet with prospective donors and solicit businesses for sponsorships.
- Coach volunteer advisory board members.

**Grant-making**
- Convene stakeholder groups to help us learn the pressing and emerging needs of women.
- Lead the volunteer advisory board to utilize the information gathered and establish funding priorities.
- Work with Foundation staff to promote grant programs and utilize the Foundant Grants Lifecycle Manager to manage the grant process.
- Build relationships with other grant-making programs.
- Organize and share impact reports with the advisory board.

**Community Collaboration**
- Represent the Women’s Fund at public events and provide presentations as requested.
- Build relationships with community partners.
- Explore co-sponsored event opportunities aimed at socializing and stretching our understanding of important issues impacting women.

**What the Foundation Offers:**
- The position is part-time exempt with a flexible schedule.
- Remote work up to 1 day per week.
- Attend/assist with after-hours functions throughout the year as needed.
- Benefits include IRA Match, three weeks of vacation, generous holiday, personal, and sick days, and parental leave.
- Work environment includes great co-workers, collaborative working environment.
- Pre-employment background check required.
- Personality fit is critical. Must be a strong team player with good humor and curiosity, fit with current team is important, very strong team environment. Ability to give and receive constructive feedback is important.

Please submit a resume and cover letter to Natasha Duda, natasha@cfcwi.org. Resumes are due by March 3rd at 5p.m.