2-Year Term Opportunity: Neighborhood Fellow
(Sherman Park East and North Division)

The Greater Milwaukee Foundation encourages community members from the Sherman Park and North Division neighborhoods to apply for the Neighborhood Fellow opportunity. This position is responsible for supporting and/or coordinating community engagement efforts in the Sherman Park East and North Division neighborhoods in support of the Greater Milwaukee Foundation's efforts to support community driven change in the neighborhoods. The Fellow will support the Neighborhood Advisory Committees and on-the-ground work with residents, local nonprofit organizations and other stakeholders.

Key Responsibilities

- Coordinates inter-neighborhood learning opportunities.
- Facilitates a grantmaking process directing resources to neighborhood priorities identified in the Neighborhood Improvement Plans, including identifying potential grantmaking opportunities and strategies and preparing recommendations.
- Conducts basic research on grant applicants, nonprofit issues or other matters pertinent to specific neighborhood priorities.
- Coordinates meetings, convenings and other events, which includes coordinating attendee schedules, invitations, and meeting preparation, set-up, attendance, notetaking and clean-up.
- Acts as liaison for Neighborhood Advisory Councils and GMF.
- Identifies and establishes learning programs of interest to residents and nonprofits.
- Retrieves and compiles files (historical and data-based) of neighborhood projects for proposal review, presentations and writing for newsletter.
- Prepares and proofreads written material for advisory boards and other convenings.
- Maintains current calendars related to Sherman Park Advisory Committee and neighborhood happenings.
- Contacts applicants, funders and other stakeholders as warranted.
- Performs recordkeeping, contact management, photocopying, faxing and other administrative tasks as required to successfully support the Advisory Committee's activities.
- Maintains regular, proactive and responsive correspondence with residents, nonprofit organizations and other stakeholders.

Qualifications

- **Ability to commit 40 hours per week to the 2-year assignment**
- A high school diploma, GED or HSED required; one (1) or more years of experience working in a professional office environment preferred
- A valid and current driver's license required
- Demonstrated interest and commitment to community initiatives, resident engagement, nonprofit or mission work
- Ability to interact respectfully and effectively with people from diverse backgrounds
- Excellent written, verbal and meeting facilitation skills
- Ability to research and problem-solve issues

- Proficient in Microsoft Office Suite applications (i.e., Outlook, Word, Excel, PowerPoint specifically), web-based applications and databases
- Must be honest, dependable and able to meet deadlines
- Must have attention to detail and able to effectively proofread
- Must be organized and able to handle multiple tasks
- Self-motivated and able to effectively work independently

Compensation and Benefits

We offer an excellent benefit package, which includes hourly compensation, health, dental and vision coverage, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO) and more!

Application Instructions

Application Deadline: September 9 (please include cover letter, resume and two (2) references when applying)

Email: hrmailbox@greatermilwaukeefoundation.org

Address: Greater Milwaukee Foundation
Attention: Human Resources
101 W. Pleasant Street, Suite 210
Milwaukee, WI 53212

Fax: 414.290.7342

About the Greater Milwaukee Foundation

For more than a century, the Greater Milwaukee Foundation has been inspiring philanthropy, serving donors and strengthening communities. Together with its donors and many community partners, the Foundation guides and shares a collective vision that Greater Milwaukee becomes a vibrant, economically thriving region comprised of welcoming and inclusive communities that provide opportunity, prosperity and a high quality of life for all.

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