

24-Month Term Opportunity: Project Manager for Community Engagement

A Milwaukee that is Equitable, Healthy and Thriving for All. Achieving this vision requires focusing on places where investment has been scarce and supporting people of color, who are disproportionately affected by disparities in our community. Realizing this vision includes a new partnership between the **Greater Milwaukee Foundation** (GMF) and **Medical College of Wisconsin** (MCW) in moving to a building currently being redeveloped in the Halyard Park Neighborhood.

You can make a difference, as we are seeking a Project Manager for Community Engagement! This role is responsible for managing the opportunities for diverse constituent involvement that will support and inform the partnership's engagement and strategic investment in support of Harambee, Halyard Park and Brewer's Hill residents and stakeholders. Leading the community engagement plan, the Project Manager along with two Neighborhood Fellows will organize activities focused predominately on resident engagement and community research and will insure communication of resident and stakeholder priorities and input is shared across the GMF/MCW partnership structure in a timely and consistent manner. This individual will be housed at the Greater Milwaukee Foundation with dual reporting relationships with the Foundation and the Medical College of Wisconsin.

Key Responsibilities

- Coordinate with Neighborhood Fellows on the engagement plan focused on Harambee, Halyard Park and Brewers Hill neighborhoods.
- Coordinate with consultant and GMF and MCW partners engagement plan activities.
- Provide ongoing communication on engagement efforts, emerging themes and opportunities to project work groups including Steering Committee.
- Prepare monthly summary of engagement activities, outcomes, issues, etc. for the project workgroups, Steering Committee and Community Advisory Council (to be formed in fall).
- Oversee scheduling of resident and stakeholder interviews, visioning sessions in neighborhoods and several large community convenings over the course of 24 months.
- Coordinate meetings, convenings and other events, which includes coordinating attendee schedules, invitations and meeting preparation, set-up, attendance, notetaking and clean-up.
- Provide support to Community Advisory Council formation and supervise Neighborhood Fellows' support of the council.
- Supervise neighborhood organizing efforts to insure outreach is effective and inclusive.
- Prepare and proofread written material for project work groups, advisory boards and other convenings.
- Perform recordkeeping, contact management, photocopying, faxing and other administrative tasks as required to successfully support the engagement activities and Advisory Committee's activities.
- Maintain regular, proactive and responsive correspondence with project workgroups, Steering Committee, Community Advisory Council, residents, nonprofit organizations and other stakeholders.
- Facilitate a grantmaking process directing resources to neighborhood priorities identified in the Neighborhood Improvement Plans, including identifying potential grantmaking opportunities and strategies and preparing recommendations.

Qualifications

- **Ability to commit approximately 32-40 hours per week to the 24-month assignment (start date: beginning of September).**
- Associate degree required; Bachelor's degree preferred. An equivalent combination of education and experience may be considered.
- Experience leading or participating in neighborhood partnership work, preferably in Milwaukee and/or in the specific neighborhoods for this engagement work, required.
- Two (2) or more years of experience working in a professional office environment preferred.
- Must have a valid driver's license, proof of auto insurance and reliable transportation.
- Must be available to attend events or meetings outside of normal work hours, including some evenings and weekends (approximately 20 hours per month).
- Ability to engage with maturity and effectively listen to residents and colleagues from GMF, MCW and broader stakeholder groups.
- Culturally responsive and able to interact respectfully and effectively with people from diverse backgrounds and generations.
- 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: August 5, 2019; please include cover letter, resume and two (2) references when applying

Email: hrmailbox@greatermilwaukeefoundation.org

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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.

About the Medical College of Wisconsin

With a history dating back to 1893, the Medical College of Wisconsin is dedicated to leadership and excellence in education, patient care, research and community engagement. More than 1,200 students are enrolled in MCW's medical school and graduate school programs in Milwaukee, Green Bay and Central Wisconsin. MCW's School of Pharmacy opened in 2017. A major national research center, MCW is the largest research institution in the Milwaukee metro area and second largest in Wisconsin. In FY 2016, faculty received more than \$184 million in external support for research, teaching, training and related purposes. This total includes highly competitive research and training awards from the National Institutes of Health (NIH). Annually, MCW faculty direct or collaborate on more than 3,100 research studies, including clinical trials. Additionally, more than 1,500 physicians provide care in virtually every specialty of medicine for more than 525,000 patients annually.

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