

## Job Opportunity: Knowledge Manager

For more than a century, the **Greater Milwaukee Foundation** (GMF) 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.

**You can make a difference, as we are seeking a Knowledge Manager!** The Knowledge Manager is responsible for leading the Foundation's efforts to learn of the impact from its work in the community and apply that learning to support continuous improvements. This role collects, assesses, analyzes, translates and interprets data to impact across the entire Foundation, as well as develops and maintains the tracking mechanisms relevant for data and interprets results for both internal and external stakeholders.

### Key Responsibilities

- Conceptualize and implement organization-wide metrics to track and report impact of funding and community leadership work in the community
- Work with the leadership team to commission, develop and communicate internal and external evaluation assessments of the Foundation's performance
- Develop and manage a program to systematize and codify learning from GMF's strategies, approaches and grants to enhance effectiveness and impact of future programs, including real-time strategy adjustments based on data analysis
- Act as a thought partner to program and civic engagement staff in order to develop insights and share learnings across the Foundation and with the board on impact based on data analysis
- Work with grants administration to produce and analyze periodic grant reports for presentation to, and discussion with, program staff
- Work with programs to develop and manage evaluation-related grants as required. Contribute to strategic decision making about topics and projects to pursue, construct and implement work plans to meet identified needs, and manage relationships with grantees and potential grantees (as well as consultants and contractors)
- Assist program staff in linking project evaluation with ongoing program planning and improvement, including assistance developing and updating program metrics and indicators

### Qualifications

- Bachelor's degree and relevant experience in public policy, public administration, sociology, criminology, economics, social work or related fields required; Master's degree preferred
- Five (5) or more years of experience working with a combination of state and local officials, nonprofits, community organizations and/or philanthropies on the use of technology and public data to improve public services, government functions and/or track programmatic impact
- Knowledge of charitable organizations, nonprofit management and the grant process
- Proven relationship building skills and ability to lead and participate in work across departments, addressing internal and external customer needs, improving procedures and training staff while modeling and developing appropriate work behaviors in others

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**Knowledge Manager**

- Ability to effectively present information and respond to questions from donors, stakeholders, partners, board members, managers and the general public
- Engaging interpersonal skills; excellent verbal and written communication skills

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!

Please include resume, cover letter and salary requirements when [applying](#).

Equal Opportunity Employer