

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 Development and Philanthropic Services Specialist!

The Development and Philanthropic Services Specialist is responsible for administrative and operational functions within the department that include processing gifts, financial statements, donor-related board meeting materials, and miscellaneous reports. This position maintains Foundation database records and files, provides service support to existing funds and donors, event support, and performs other general office duties to support the Development and Philanthropic Services (DPS) department. The Development and Philanthropic Services Specialist serves on the administrative team that includes two other Specialists and works to provide consistent support across all members of the department.

Key Responsibilities

Reporting and Data Processing

- Processes all gift transactions, which includes completing gift entry, logging gifts and sending out acknowledgment letters daily
- Serves as online donor portal (POL) contact for donor questions and those needing access, which includes ensuring POL stays updated with latest information and weekly data uploads
- Maintains donor management system (FIMS) with accurate donor information by regularly setting up new funds, updating records and maintaining database integrity
- Produces database reports, including regular exception reports (to maintain database integrity), internal metric reports and reports on grantmaking and/or fund activity
- Coordinates all quarterly financial report distribution, which includes printing statements, producing cover letters and ensuring timely and accurate materials
- Communicates with donors and fund advisers in a timely manner regarding fund balances, grant status and history, gift status and history, and other fund information
- Maintains the Foundation's fund files (both electronic and hard copy) by creating new fund files, maintaining an organized system and scanning all fund documentation into the database
- Fulfills requests for donor-related data from team members and other departments for events, publications and Foundation needs

General Support

- Provides administrative support to assigned team members, which includes scheduling, meeting coordination, meeting material preparation, data entry, travel arrangements, expense reporting and other general administrative tasks

Job Opportunity:
Development and Philanthropic
Services Specialist

- Coordinates meeting/event registrations and logistics, which includes securing space, arranging food and refreshments, preparing materials, and confirming reservations and attendance
- Prepares a variety of documents (e.g. correspondence, agendas, minutes, event programs, reports) to communicate information and/or create documentation in paper and/or electronic format
- Compiles and distributes time sensitive board/advisory committee materials, prepares requested correspondence and maintains required records in paper and/or electronic formats
- Processes all departmental mailings, appeals, periodic publications, end-of-year appeals and other donor-related mailings

Qualifications

- Associate Degree in business, administrative professional or related field required; Bachelor's Degree preferred
- Four (4) or more years of administrative support experience required; previous experience working in a nonprofit environment preferred
- Minimum one (1) year of experience providing customer service to clients required
- Minimum two (2) years of experience with data entry and/or database management required
- Ability to read, understand and explain various documents and concepts to donors, such as wills and trusts, spending policy, investment performance and asset allocation
- Excellent verbal and written communication skills, with a keen sense of accuracy and attention to detail
- Must be organized and able to handle multiple tasks, switch between tasks efficiently, and consistently produce high-quality work while performing under pressure
- Ability to interact effectively with people from diverse backgrounds
- Proficient in Microsoft Office (MS) Suite applications (i.e., Outlook, Word, SharePoint, PowerPoint specifically) and web-based applications; intermediate to advanced skills in MS Excel and databases

Benefits

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!

Application Instructions

Application Deadline: March 1, 2019 (will review resumes as they are submitted)

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

Equal Opportunity Employer