

## **Job Opportunity:** **Director of Development**

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 Director of Development!** The Director of Development is responsible for implementing and managing a \$400+ million campaign. The incumbent will work closely with the President and CEO, Vice President of Development and Philanthropic Services (DPS), Campaign Leadership, Board of Directors, and other staff to carry out a broad-based fundraising plan with a primary focus on individuals but also inclusive of partnering with corporations and foundations to support the Greater Together Campaign.

### **Key Responsibilities**

#### **Campaign Management**

- Implements and manages a \$400+ million campaign
- Establishes solicitation priorities, which includes managing prospect lists and research, developing and executing targeted cultivation plans and strategies for a range of prospects, and providing support to campaign leadership volunteers as well as board members for solicitation
- Works collaboratively with DPS staff to cultivate identified institutional donors and prospects to prepare major gift proposals
- Works collaboratively with Marketing and Communications to produce campaign print and electronic collateral materials
- Oversees campaign communications, which includes creating content for the e-newsletter and talking points for the media, as well as integrating campaign milestones into ongoing public relations outreach
- In collaboration and consultation with the President and CEO and DPS Leadership, recruits and manages campaign volunteers, including campaign leadership from the communities surrounding the city of Milwaukee
- Develops and implements strategies to engage members of the next generation of philanthropists
- Raises GMF's profile within corporate/small businesses community, foundations and wealth advisors
- Manages the campaign fundraising budget in concert with the Vice President of DPS
- Oversees all campaign documentation, reporting and recordkeeping activities

#### **Fundraising**

- Manages a portfolio of approximately 75-100 donors and prospects
- Develops new and deepens current relationships with assigned portfolio, gaining and documenting knowledge of donors and prospects specific to their philanthropic interests, financial plans, volunteer engagement, family information, as well as primary legal and financial advisors
- Drafts gift agreements and legacy promise agreements, as well as briefing and solicitation materials

## Job Opportunity: Director of Development

- Obtains fund documentation and/or written gift confirmations from new, current and deferred gift donors
- Achieves annual fundraising and long-term donor engagement goals for all prioritized donors and prospects in conjunction with prospect researcher, supervisor and other DPS Philanthropic Advisers, ensuring that annual financial fundraising goals are met
- Promotes GMF through attendance at community events

### Qualifications

- Bachelor's Degree required from four-year college or university; Certified Fund Raising Executive (CFRE) Certification preferred
- Five (5) or more years of experience in fundraising or comparable relationship-building work with focus on maintaining long-term, trusting client relationships required; specific experience in campaigns, individual giving and/or major gifts, and working with volunteer leadership preferred
- Experience in project management required
- Experience in managing budgets and developing marketing materials preferred
- Excellent interpersonal, analytical and organizational skills; capable of working effectively with senior management, leadership volunteers, staff members, consultants and donors/prospects
- Energetic, self-motivated, flexible and adaptable with a sense of humor, able to multitask and work independently
- A team player with an attitude of service and ability to motivate others ability to problem-solve issues
- Ability to interact effectively with people from diverse backgrounds
- Remains abreast of the most current trends by attending educational events, seeking networking opportunities with peers and adopting best practices as they are identified
- Proficient in Microsoft Office Suite applications (i.e., Outlook, Word, Excel, PowerPoint specifically), donor database/customer relationship management software, and knowledgeable about the role of technology and electronic communication in fundraising
- Must be honest, dependable, organized and able to meet deadlines

### 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: February 22, 2019 (will review resumes as they are submitted)

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

Equal Opportunity Employer