

Job Opportunity: **Program Associate**

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 Program Associate! The Program Associate is responsible for supporting responsive grantmaking by independently reviewing grant proposals across multiple program areas, conducting background research and preparing grant proposals for recommendation of funding to Community Impact Committee. This role also supports donor-advised grantmaking by analyzing requests and making recommendations to donor advisors and their respective committees.

Key Responsibilities

- Supports responsive grantmaking by independently reviewing requests in a number of categories, including health and human services, environment, arts and culture. May approve or deny requests.
- Evaluates grant proposals and assesses organizational ability to address needs.
- Prepares written analysis and review of grant requests, including budgetary implications. Presents findings to Community Impact Committee or donor advisors.
- Researches specific community problems or issues in order to ascertain solutions to projects.
- Supports donor advised grantmaking by implementing a Request for Proposals process for selected fund(s) or interest areas of the Foundation.
- Analyzes and makes recommendations to donors/committees.
- Independently conducts due diligence on nonprofit organizations recommended by donors.
- Investigates and evaluates Letters of Inquiry and full proposals for recommendations to the Foundation's Community Impact Committee and Board.
- Monitors grantee performance and reports on grant outcomes.
- Identifies opportunities for leveraging other resources for leadership grants.
- Prepares reports and presentations for Community Impact Committee and Board as requested.
- Assists in periodic reviews of designated and advised agency grants.
- Provides consultative services to the Development and Philanthropic Services staff.
- Represents the Greater Milwaukee Foundation on various committees and task forces and in public forums that support the work of the Greater Milwaukee Foundation.
- Provides technical assistance to nonprofit agencies on the Greater Milwaukee Foundation grant policies and procedures, proposal development and other funding sources.

Qualifications

- Bachelor's degree in related field or equivalent work experience required.
- Three (3) or more years of professional experience in one or more of the Foundation's areas of grant interest, including health, education, community development, social services required. Health, human services and nonprofit experience preferred.
- Must have a valid driver's license, proof of auto insurance and reliable transportation.

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- Demonstrated project management, planning and organizational skills.
- Advanced verbal and written communication skills; ability to effectively present findings.
- Ability to read and understand financial statements and identify trends.
- Strong critical thinking skills and demonstrated ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interact effectively with people from diverse backgrounds.

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: June 27, 2019

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

Equal Opportunity Employer