

## Job Opportunity: Director of Development

The **Greater Milwaukee Foundation** is part of a network of some 700 community foundations nationwide, each a nonprofit center of philanthropy made up of charitable funds established by individuals, families, nonprofits and corporations. As trusted stewards of local charitable assets, community foundations both accept donations and make grants. Their wealth of community knowledge enables them to guide strategic philanthropy that responds to community needs. By partnering with civic leaders, nonprofits, donors, government and businesses, these unique organizations develop and implement strategies for systemic change in the regions they serve.

But community foundations are so much more than an alliance of philanthropically-minded citizens. They are the community's philanthropic heart: a team of donors, partners, funders, neighbors and organizations that improve the community's quality of life; a community of givers committed to ensuring the community is one where equity, access and opportunity are available to all its residents.

### Summary

The Greater Milwaukee Foundation seeks a highly skilled, dynamic, mission-driven and motivated **Director of Development** who will report to and work closely with the Vice President of Philanthropic Services to develop and implement strategy for securing major philanthropic support from individuals, family foundations and corporations.

The **Director of Development** will manage a significant portfolio of prospects, moving them from qualification through solicitation and close, and in the process, develop long-term relationships built on a firm understanding of donors' interests, passions and values as they relate to the Foundation's mission. The Director will achieve this by working collaboratively with colleagues and volunteer leadership. This position will play a vital role in leading the organization's continued growth at a particularly exciting time for the Foundation!

### Responsibilities

- Create, integrate and implement intermediate and long-term strategies for individual major gifts and deferred gifts
- Establish solicitation priorities, including prospect research and managing prospect lists
- Provide support to leadership, volunteers and board members for solicitation
- Manage relationship process for major gift prospects with team members, assisting in development strategies that may be carried out by other professionals and/or volunteer leaders
- Supervise major gift officer and prospect researcher
- Oversee cultivation and recognition events
- Manage the development budget and oversee all development documentation, reporting and record keeping activities, as well as communication and public relation outreach

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**Qualifications**

- Minimum 5 years of experience in fundraising with specific experience in major gift development; with a preference for someone who has conducted development campaigns
- Bachelor's degree in a closely related field such as finance, accounting, marketing or law required; a graduate degree such as a J.D. or special certification (CFRE) strongly preferred
- Strong management skills - goal orientation, accountability, organizational and analytical skills; strong decision-making and prioritization capabilities; ability to relate, encourage, collaborate with colleagues and external partners
- Experience in the cultivation and securing of major gift support, stewardship and in establishing relationships with foundation/corporate funders required
- An energetic, optimistic and positive approach and outlook; genuine concern for social impact; highest ethical standards
- Track record of building donor relationships and closing major philanthropic gifts (or an analogous business development / sales record)
- Substantial experience in managing fundraising / business development operations and process
- An understanding of charitable gift planning tools, estate planning and tax issues
- Ability to understand the needs and interests of donors in order to develop effective relationships between them and the Foundation.
- An interest in all aspects of the Foundation and a dedication to promoting the Foundation's fund raising priorities through the development of relationships between donors and the Foundation
- Advanced verbal and written skills; ability to present effectively to small and large audiences
- Knowledge of the philanthropic climate in the 4-county region (Milwaukee, Waukesha, Washington and Ozaukee counties)
- Proficient in Microsoft Office Suite applications and donor database/customer relationship management software; knowledgeable about the role of technology and electronic communication in fundraising

We offer an excellent benefit package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO), tuition reimbursement and more!

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

Equal Opportunity Employer