

The **Greater Milwaukee Foundation** is how Milwaukee works together. For over a century, we have helped generous people give back to the community. Together with donors and partners throughout the region, the Foundation invests in the potential of people and places, supports community-grown solutions and strives to end the systemic racism that holds our region back. Through the power of transformative philanthropy and social change, we are focused on shaping a future where everyone thrives – *a Milwaukee for all*.

You can make a difference, as we are seeking a Grants and Gifts Analyst!

The Grants and Gifts Analyst is responsible for processing and administering the Foundation's gift entry procedures and assisting with the Foundation's competitive grantmaking and scholarship processes. The Analyst processes gifts, screens grant applications, and maintains accurate and complete database records for donors, grants, scholarships, and grantee information. They also work to provide consistent support to all members of the Organization's staff, donors, grantees, and other stakeholders.

Key Responsibilities:

- Oversees the Foundation's gift entry procedures to ensure adequate internal controls and accurate data input into the Foundation's financial databases.
- Processes all gift transactions, which includes completing gift entry, logging gifts, and sending out tax receipts or acknowledgment letters on a regular schedule.
- Maintains database with accurate donor information by updating records and maintaining database integrity.
- Assists with the production of database reports on gifts, grantmaking, scholarships and/or fund activity.
- Communicates with donors, Foundation staff and fund advisers, in a timely manner regarding gift status and history, grant status and history, and other fund information.
- Supplements the Foundation's fund files (both electronic and hard copy) by maintaining an organized system and scanning all fund gift documentation into the database.

Grantmaking Support

- Supports the discretionary, Foundation supporting organizations and designated grantmaking processes.
- Responds to application and general inquiries.
- Screens applications and grantee profiles to ensure submitted applications and corresponding materials are complete and in compliance with basic funding guidelines.
- Processes proposal submissions, including assigning proposals to Program Officers.
- Compiles and distributes time sensitive board/advisory committee materials, preparing requested correspondence, and maintaining required records in paper and/or electronic formats.
- Maintains a wide variety of manual and electronic documents, files and records to provide up-to-date information and/or historical reference as required.
- Serves as a contact for donor, Foundation staff and grantee questions regarding gifts, grants and scholarships.
- Participates in assigned meetings, events, and training as required

Non-Essential Duties

- Serves as back-up and support to Grants & Gifts Administrator and the Scholarship and Grants Coordinator as needed.
- Serves as backup coverage for the receptionist during lunches, breaks, meetings, and PTO days.
- Assists Finance department in annual audit by pulling any requested documentation on an annual basis.
- Assists Operations staff with other tasks or projects as needed.
- Assist with process improvements as directed.
- Performs other duties (or functions) as assigned.

Job Specifications

To perform this job successfully, an individual must be able to carry out each essential duty in a satisfactory manner. The job specifications listed below are representative of the education and experience as well as the knowledge, skill and/or ability (KSAs) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- A high school diploma, GED or HSED required, an Associate degree or higher preferred.
- Four (4) or more years of administrative support experience; 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.
- Criminal background and credit checks are required for this position.

Knowledge, Skills & Abilities

- Ability to support the mission, vision, and values of Greater Milwaukee Foundation and abide by applicable standards of conduct, policies, and procedures.
- Ability to read, understand, and explain to donors various documents and concepts, including wills and trusts, spending policy, investment performance, asset allocation, etc.
- Ability to follow standard processes and procedures and perform data checks.
- Ability to calculate income available throughout the year to donors for grantmaking.
- Ability to interact effectively with people from diverse backgrounds.
- Ability to create reports from databases.
- Ability to communicate effectively, verbally and in writing.
- Ability to problem-solve issues.
- Proficient in Microsoft Office (MS) Suite applications (i.e., Outlook, Word, SharePoint, PowerPoint specifically), with intermediate to advanced skills in MS Excel and database use required.
- Must be honest, dependable, and able to meet deadlines.
- Must be organized and able to handle multiple tasks, switch between tasks efficiently, and consistently produce a high-quality work while performing under pressure.
- Self-motivated and able to work independently.

Physical Requirements

- Sitting most of the time, with some bending and reaching.
- Standing, walking, and bending periodically.
- Engaging in repetitive movement of wrists, hands, and fingers – typing and/or writing.
- Working frequently at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading).
- Expressing or exchanging ideas by means of the spoken word.
- Receiving and responding to oral communication.
- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Salary: \$55,675

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

Application Instructions: <http://www.milwaukeejobs.com/apply/add/80140128>