

## **ThriveOn Collaboration**

### **Program Manager**

The ThriveOn Collaboration is a one-of-a-kind initiative launched in 2019 by the Greater Milwaukee Foundation, the Medical College of Wisconsin and Royal Capital Group and represents a new, place-based approach to addressing interrelated health, economic, social and racial inequities. The ThriveOn Collaboration is a generational investment in vibrant, historically Black neighborhoods that have long stood as beacons of Milwaukee's arts and culture: Halyard Park, Harambee and Brewer's Hill—each with a rich history and an even brighter.

The Program Manager of ThriveOn Collaboration is responsible for coordinating and promoting programming within ThriveOn King and the Community HUB. Managing and supporting the ThriveOn Community Advisory Committee and managing the community engagement and communication from ThriveOn with area residents, partner organizations and other stakeholders.

Within the ThriveOn King building this leader will help build a culture and community among tenants that is grounded in a shared commitment to the ThriveOn vision, is community-focused and values our neighbors as partners.

### **Key Responsibilities:**

- Support on-going community engagement and communication with area residents and organizations in coordination with GMF and MCW Engagement teams in partnership with Engagement Coordinator.
- Develop relationships and communicating with ThriveOn King Community HUB tenants, residents and other community partners regarding upcoming events and program opportunities and any follow-up needed.
- Develop program strategies and action plans with ThriveOn King partners (internal and external) to align strategies and actions in programming supported by the ThriveOn Collaboration or offered in the Community HUB, including outreach as needed.
- Manage the successful execution of ThriveOn King Community Hub events with various stakeholder utilizing the event management system (EMS).
- Manages user access, training and maintenance of EMS.
- Maintain a full understanding of the current landscape of local organizations and activities as they relate to ThriveOn King, the surrounding neighborhood and the Community HUB.

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- Facilitate and manage the creation of quarterly and annual summary reports of Community HUB programming and its impact.
- Coordinate with property management vendor the care and repair of first floor Community HUB space.
- Coordinate technology maintenance, care and support with vendors and property Management.
- Support quarterly tenant meetings, including setting agendas and ensuring follow-up work is completed.
- Represent ThriveOn King at relevant community meetings.

### **Qualifications:**

#### **Education & Experience**

- Bachelor's degree with advanced training in administrative functions required.
- Three (3) or more years of experience in administrative roles required; customer service experience and previous experience working in the nonprofit industry preferred.

#### **Knowledge, Skills & Abilities**

- Excellent customer service standards with a commitment to collaboration
- Knowledge of computers and proficient in Microsoft Office Suite applications (i.e. Outlook, Word, Excel, PowerPoint specifically), web-based applications and databases, clerical procedures, and information management
- Must be organized and able to handle multiple tasks with efficiency and accuracy
- Self-motivated and able to work independently
- Excellent interpersonal skills and time management

### **Excellence and Creativity**

Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, and develop opportunities. Generate novel and valuable ideas to impact institutional missions. Identify and implement new methods to increase efficiency and quality.



**ThriveOn Collaboration**  
**Program Manager**

**Salary: \$73,625**

**Application Instructions:** Please send Cover letter and Resume to:  
[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=6788884](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6788884)

**Please note that this position will be posted from May 5<sup>th</sup> through May 30<sup>th</sup>.**

*The Greater Milwaukee Foundation is an equal opportunity employer and encourages people of diverse backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.*