

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 Portfolio Manager Arts & Culture! The Portfolio Manager is responsible for the development, management and evaluation of a portfolio of grants and initiatives to fulfill the mission of the Foundation. This role identifies opportunities to engage donors, nonprofits and partners in an effort to support strategic priorities. The incumbent works to advance the Foundation's commitment to racial equity and inclusion through priority grantmaking, community engagement and participating on relevant taskforces and neighborhood committees to address significant community issues.

Essential Duties & Responsibilities:

- Develops and manages the arts and culture grant portfolio, including identifying potential grantees, performing due diligence, assessing proposals, and making recommendations.
- Contributes to the development of the overall strategy for the arts and culture portfolio.
- Collaborates with Community Impact (CI) team on investigation and research to inform strategic direction, utilizing convening and advocacy/public policy to advance grant portfolio/focus areas(s).
- Builds and maintains strong relationships with current and potential grantees through communication, site visits, and problem-solving.
- Oversees distribution of discretionary grant funds across portfolio funding priorities in alignment with racial equity mission and grantmaking framework.
- Oversees grants and related projects that advance the Foundation's work in the respective portfolio/focus area(s).
- Builds and maintains relationships with other funders and partners to identify opportunities to align funding investments in arts and culture.
- Develops grant reviews and presentations for the CI committee.
- Partners with the Foundation's Development and Philanthropic Services team to help expose, educate and engage donors on portfolio priorities and investments.
- Prepares committee recommendations with the ability to provide rationale and support for grantmaking.
- Conducts site visits to assess progress of grantee organizations and projects, evaluate progress and final reports, and assess and document grant impact.
- Represents the Foundation at community meetings and events that align with strategic priorities.
- Serves on cross-functional teams as necessary/assigned to coordinate work interdepartmentally.
- Participates in assigned meetings, events and training as required.

Education & Experience

- Bachelor's degree in nonprofit management, administration or social sciences, or equivalent work experience required.
- Three (3) or more years of experience in the arts and culture nonprofit sector or a related field (such as visual or performing arts, arts administration or arts education)

- Experience managing or directing a major initiative/project and facilitating group discussions around community issues required.
- Experience and/or knowledge of the nonprofit sector and the greater Milwaukee community preferred; foundation and grantmaking knowledge a plus.

Knowledge, Skills & Abilities

- Ability to support the mission, vision and values of the Greater Milwaukee Foundation and abide by applicable standards of conduct, policies and procedures.
- Demonstrated commitment to racial equity and inclusion.
- Self-motivated and able to work independently and as a team member, take initiative and solve problems.
- Demonstrated superior customer service skills and aptitude; ability to interact effectively with people from diverse backgrounds.
- Proficient in Microsoft Office Suite applications, web-based applications and databases.
- Must be honest, dependable and able to handle multiple tasks while being organized and meeting deadlines.
- Ability to communicate respectfully and effectively, verbally and in writing.
- Ability to build a broad network of relationships within communities experiencing inequities.
- Proven history of deep listening skills and ability to accurately assess needs and build trusting relationships.
- Excellent analytical and interpersonal skills.

Salary: \$85,800

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

Application Instructions: Please click on the link below to apply.:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=7006713

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.