



## Position Description

### Executive Director

The Women's Fund of Greater Milwaukee has partnered with Spano Pratt Executive Search to identify the Executive Director for the organization. For a confidential conversation and to learn more about this opportunity, please contact Jamie Pratt.

Jamie Pratt  
Spano Pratt Executive Search  
[www.spanopratt.com](http://www.spanopratt.com)  
[jpratt@spanopratt.com](mailto:jpratt@spanopratt.com)  
T: 414.283.9533 / C: 414.807.8472

## Organization

---

Women's Fund of Greater Milwaukee believes in our supporters using their collective philanthropic power to create a world that is just and fair for women and girls. In the last half century, as women's earning power has grown, so has our capacity for charitable giving. Over the thirty years that the Women's Fund of Greater Milwaukee has existed, we have seen that our collective efforts can bring change.

Our mission is social change through women and girls. The Women's Fund knows that improving conditions for women and girls – getting at the root cause of social issues – has a ripple effect. When you invest in a woman, you invest in her family, and ultimately, her community. The Women's Fund supports women-led solutions that result in sustainable change for our community through two primary channels:

1. **Grant making programs** include:
  - Social Change Grant making
  - Constituent Groups: African American Women's Fund Project, Latinas en Accion, the Lesbian Fund, and Viv Ncaus: A Hmong Women's Giving Circle
  - HER SCHOLARSHIPS



2. **Capacity building programs**, which provide a forum for discussing salient issues in the field, leadership training and technical assistance for grant partners, donors, and the community. Current initiatives include:
  - Our Annual Women's Fund Presents event
  - Training for Our Grant Partners on creating social change
  - Workshops for the community on Gender Equality

Please visit the website at [www.womensfundmke.org](http://www.womensfundmke.org) for a full listing of our current grant partners and scholarship recipients. In 2015, the Women's Fund awarded more than \$200,000 in grants and scholarships. The current initiatives that guide our grant-making are: Leadership, Education, and Economic Empowerment.

Last year, the Women's Fund was a proud recipient of the Greater Milwaukee Foundation Centennial Trailblazer Award. The award was presented to only three organizations, to recognize "the game-changing impact philanthropy can have on social issues in our community." The Women's Fund is the oldest and largest public foundation in the state of Wisconsin dedicated to programs that support women and girls. It has made great strides in Milwaukee through its support of women-led initiatives, and its grants have increased more than 20-fold in its 30 years of operation.



The Women's Fund is a member of the Women's Funding Network — representing women's funds across the globe that together invest more than 65 million dollars every year in women and girls. While progress has been made, our work continues. Women still make less money on average than men. Women are disproportionately impacted by violence. Women still don't hold an equitable amount of leadership roles — from the private to the public sector. The Women's Fund seek to change these conditions, creating economic empowerment and social justice for women and girls through shifts in culture, attitudes and behaviors.

## **Position Overview**

---

The Executive Director is the Chief Executive Officer of the Women's Fund of Greater Milwaukee. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director will embody the values of social change, focusing efforts on altering the circumstances and the social and institutional systems that create barriers and inequalities. The Executive Director will support the Women's Fund in its efforts to redistribute power and resources, and to eliminate barriers that keep people from participating fully in society.

The Women's Fund of Greater Milwaukee is governed by a volunteer Board of Directors and has several committees of volunteers as well as a lean staff who work to carry out the mission.

## **Essential Responsibility**

---

### **FUND DEVELOPMENT**

Create and oversee annual and long-term fundraising plans to enable the organization to fulfill its mission; provide leadership in identifying innovative fundraising strategies.

1. Procure individual, major and planned gifts.
2. Obtain sponsorships for major events.
3. Work with staff, Board, and volunteers to achieve annual fundraising goals.
4. Guide fundraising and grant making efforts of constituent groups: The African American Women's Fund Project, Lesbian Fund, Latinas en Accion, and Viv Ncaus: A Hmong Women's Giving Circle, in conjunction with the respective committee members.

### **BOARD OF DIRECTOR RELATIONSHIPS and STRATEGY SETTING**

1. Provide leadership, direction and support to the Board, Board Committees and the constituent groups.
2. Keep the Board fully informed on the condition of the organization and the work of Board Committees and constituent groups.
3. Develop/support fundraising and entrepreneurial opportunities of the Board and Committees.
4. Update short and long term strategic development plans with Board of Directors input and approval. Implement and monitor any established plans.

### **COMMUNICATIONS/COMMUNITY RELATIONS**

1. Effectively communicate the Women's Fund's mission and relevancy to community groups, the general public, businesses, and other organizations, to build the brand of the Fund and bring more visibility to the organization.
2. Cultivate strategic partnerships with outside organizations -- other non-profits, women's affinity groups, business and community groups and foundations -- to advance our mission and aid in fund development.
3. Serve as an effective spokesperson for the Women's Fund to advance social change on our priority issues, currently economic empowerment, education and leadership.

4. Be a leader of the grant-making process and help our grantees maximize the impact of the dollars provided by the Women's Fund, by meeting with grantees and potential grantees, providing training and hosting collaborative events.
5. Maintain affiliation(s) with appropriate local and/or national professional organizations.
6. Along with the Chairperson of the Board of Directors, conduct official correspondence of the Women's Fund, and with designated officers, execute legal documents.

### **ORGANIZATIONAL OVERSIGHT**

1. Provide leadership in developing programs, organizational planning and financial sustainability.
2. Maintain and utilize a working knowledge of significant trends in the field of philanthropy, women's funds, social change and not-for-profit management.
3. Recruit, oversee and retain a diverse staff that meets the needs of the Women's Fund. Ensure that job descriptions and responsibilities are developed, that regular performance evaluations and feedback are provided, and that sound human resource practices are utilized.
4. Promote active and broad participation by volunteers in all areas of the Women's Fund work to meet established timelines.

### **FINANCIAL OVERSIGHT**

1. Assume responsibility for developing and maintaining sound financial practices.
2. Prepare the annual budget with staff, accountant, and the Executive Committee.
3. Ensure that the organization operates within budget guidelines.
4. Maintain records and documentation that meets all federal, state and local agency requirements.
5. Make sure that requirements such as the filing of the 990 and an audit are met.
6. Assure that funds are disbursed in accordance with contract requirements and donor designations.
7. Understand how funds are invested.



## MINIMUM QUALIFICATIONS

- Bachelor's Degree in related field, required Master's Degree preferred.
- Minimum of five years of senior level experience in managing organizations and coordinating volunteer efforts for budgets exceeding \$500,000 in annual operating expenses.
- Minimum of two years of experience supervising staff and/or contractors to achieve objectives, and providing essential personnel functions.
- Demonstrated track record of effective public speaking.
- An in-depth understanding of social change, the status of women and girls and a familiarity with local not-for-profit organizations that serve women in the Milwaukee area.
- Demonstrated track record of effective fund raising.
- Knowledgeable about communities in Greater Milwaukee, Southeastern Wisconsin and state of Wisconsin and the issues impacting them, is preferred.
- Demonstrated ability in marketing, management, public speaking, written communication, volunteer recruitment, and interpersonal relations.
- Successful oversight and coordination of special events.
- Experience working with individuals, businesses and major foundations both community and private.

*Qualified individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder height, below the waist or lifting as required to file documents or store materials throughout the workday. Proper lifting techniques required. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Location

---

Milwaukee is a major league city—the business, cultural, sports and technical base of a four-county metropolitan market of 1.5 million people, making it the nation's 39<sup>th</sup> largest metro area. Milwaukee's many neighborhoods have much charm, and its beautiful parks are world-famous. Its lakefront downtown is busy, noted for its Old World charm and modern buildings. It is an affordable, comfortable place to live, do business and raise a family, big enough to be exciting and un-congested enough to get around in easily. It is safe, friendly and clean. It offers great restaurants, art galleries, museums, theatre, music and all of the pleasures of city life. The Woman's Fund is located in downtown Milwaukee. For more information on what Milwaukee has to offer, please visit: [www.choosemilwaukee.com](http://www.choosemilwaukee.com)

### Contact

---

Jamie Pratt  
Spano Pratt Executive Search  
www.spanopratt.com  
jpratt@spanopratt.com  
T: 414.283.9533 / C: 414.807.8472