



## **Employment Opportunity**

**Job Title** Development Database Manager (Part-time)  
**Reports To** Executive Director

Would you like to make a difference in the lives of women throughout the greater Milwaukee community? Join us in activating philanthropy to advance equity for women and be in a job you love!

### **Position Summary**

The Women's Fund is seeking a highly motivated and mission-centered individual for the position of Development Database Manager. This is a part-time position with a flexible schedule for about 12-15 hours per week with more hours required weekly during September-December, and during busier times throughout the year.

The Development Database Manager is an owner, supporter, and ongoing-maintainer of the Raiser's Edge database. Through an empowerment approach, this person will manage the Women's Fund donor database (e.g. data entry and acknowledgements, gift processing, reconciliation), tell the story of the Women's Fund through data and reports, be accurate in ensuring contact records are current and error-free so we can communicate effectively with our greatest constituents, have heightened efficiency in mining the data for other ways to engage Women's Fund friends and partners, and conduct prospect research on individuals who we could get to know better. This position will embolden the philosophy "you give today, we give forever" by being a precise record keeper and proactively upholding the integrity of our greatest supporters.

### **Organizational Overview**

Our mission is to activate philanthropy that advances equity for women. We engage in the power of collective philanthropy across generations exclusively addressing issues that impact women and girls. Our focus is economic empowerment, leadership development, and education. We support programs and projects that influence a change in attitude, behavior, and culture, so that women and girls can live to their full potential.

As one of the largest granting entities in Wisconsin of our kind, we provide essential funding to area nonprofits, HER Scholarships to women who are non-traditional students, and convene the community around interesting and important issues that impact women. Using the proceeds of our endowment coupled with funds secured from the community, we support solutions that result in sustainable and long-lasting transformation for our community. As an endowed fund, we have the freedom to invest

in long-lasting transformation, non-traditional programs, while challenging traditions to create innovation. We are responsive to current community needs and priorities.

### **Snapshot of some of the responsibilities where you make impact**

- Receive and enter all gifts and attendee contact information into database with appropriate coding, accuracy, and timeliness.
- Proactively maintain accurate records and follow-through with loyal donors, including recurring monthly donors and donors who need reminders on their pledges.
- Track and evaluate resource generation activities (e.g. event attendance, sponsorship, grants, etc.) through Raiser's Edge.
- Produce acknowledgement letters/tax receipts while checking for grammatical/typographical mistakes and knowledge of practical tax receipting protocol within 72 hours of receiving the gift.
- Conduct monthly reconciliation with the Finance Department/Volunteer within 15 days of the end of the previous month.

### **Job Qualifications and Experience**

- Minimum of three years Raiser's Edge/NXT experience with the ability to demonstrate proficiency.
- Strong computer skills using all Microsoft Office applications including Word, PowerPoint, Excel, Outlook; ability to utilize online tools to conduct prospect research
- Excellent oral and written communication skills.
- Bachelor's Degree preferred.

**This job description should not be interpreted to cover all required scope of the position. Selected candidate will follow other instructions and perform other related duties as may be required by the Executive Director. To apply, submit cover letter and resume to [info@womensfundmke.org](mailto:info@womensfundmke.org) by Friday, May 25, 2018.**

*“When women are fully involved, the benefits can be seen immediately; families are healthier, they are better fed; their income, savings, and reinvestment go up. And what is true of families, is true of communities, and eventually, of whole countries.”*

Kofi Annan  
Former Secretary General, United Nations



Lisa Attonito was named the Executive Director of the Women's Fund of Greater Milwaukee in November of 2016. Before the Women's Fund, Attonito led the Sojourner Courage Capital Campaign that funded the creation of the Sojourner Family Peace Center at 6th & Walnut Streets in Milwaukee. The Center is the largest and most comprehensive in the country and created a new international model of collaboration.

Attonito has experience in organizational leadership and business development. She believes strongly in building brand experiences that reflect the culture and mission of the entity while supporting the strategic goals. Her track record of sales includes consistent success and a dynamic network that is fueled by sound project management and good communication.



*Our Title IX Athletes ~ October 25, 2017*  
In celebration of the 45<sup>th</sup> Anniversary of Title IX, our Event Sponsors named a Title IX Athlete to honor for leveraging or supporting inclusive sports to advance her education, career, or leadership skills, or those of other women.

# *Advancing Equity for Women!*



One of 14 funds in Wisconsin, we are committed to ensuring there are always financial resources available to support the advancement of equity for women and girls in our community.

*Grants. Programming. HER Scholarships.*  
[womensfundmke.org](http://womensfundmke.org) ~ 414.290.7350



## Mission

To activate philanthropy that advances equity for women.

## Vision

Greater Milwaukee is an inclusive world-class community where women and girls realize their full potential and everyone thrives.

## Organizational Overview

We engage in the power of collective philanthropy across generations exclusively addressing issues that impact women and girls.

As one of 15 funds in Wisconsin, we provide essential funding to area nonprofits, HER Scholarships to women who are non-traditional students, and convene the community around interesting and important issues that impact women.

Founded in 1985, and established as an independent organization in 2006, the Women's Fund of Greater Milwaukee depends on gifts from the community. We are proud members of the Wisconsin Women's Fund Alliance, the Women's Funding Network and Wisconsin Philanthropy Network.

*Inclusive. Powerful. Progress.*

## Grant Partners 2018

Benedict Center  
Cathedral Center  
Girl Scouts, SE Wisconsin Chapter  
HIR Wellness Center  
LOTUS Legal Clinic  
Milwaukee Muslim Women's Coalition  
St. Joan Antida High School

## Flash Grants 2018

*As of April 30, 2018*

Alliance Française of Milwaukee  
Girls at City Hall, City of Milwaukee  
MilwaukeeWomen, Inc. and TEMPO Milwaukee

## HER Scholars 2017-2018

Alverno College  
Rena Gainer

Mt. Mary University  
Paula Becker  
Teri Ann Gralewicz  
Bridget Wilder

University of Wisconsin - Milwaukee  
Lavoris Agee  
Rachel Hahn-Hanson  
Jamie Kellicut  
Katie Maedke-Hall  
Laura Manriquez  
Gold Omerenonye  
Josefina Regalado-Valdes

The HER Scholarships began in 1996; since then, more than 100 women have obtained a Bachelor's Degree and gained the knowledge and skills they need to succeed.

## Programming 2018 Community Talk Backs

These assemble diverse groups of people and facilitate intergenerational conversation about relevant topics. These CTBs offer a chance to explore a subject, celebrate advancements, and highlight the need to continue efforts in advancing equity for women.

There are experts willing to share their insights, perspectives and opinions. These become the backdrop for an engaging conversation among attendees that prove communication is the first step in influencing attitudes and changing behaviors.

**Tuesday, January 30, 2018**

*Sexual Harassment and Power*

Partners: Professional Dimensions,  
TEMPO Milwaukee,

Milwaukee Jewish Federation, Women in Philanthropy  
Hosted by Adient

**Wednesday, June 6, 2018**

*Women Voting Democracy*

Hosted by Quarles & Brady LLP

*Celebrating*

## National Women's History Month

**Thursday, March 1, 2018**

*Exhibit Opening and Reception*

Chudnow Museum of Yesteryear  
Reception Sponsored by Arts@Large

**Sunday, March 4, 2018**

*Metaphorical March 4 Equity*

**Tuesday, March 6, 2018**

*Anne Morgan Exhibit at UWM*

Reception Sponsored by Women's Fund

**Wednesday, March 8, 2018**

*Strong Women, Strong Coffee, An Initiative of WWBIC*

Q&A with Lisa Attonito

**March 14, 2018**

*"One House Over" Milwaukee Repertory Theater*

Reception Sponsored by Johnson Financial Group

**March 29—April 12, 2018**

*Margarita Madness*

Partnership with Shepherd Express  
Sponsored by El Jimador

## Women's Fund Presents...

November 1, 2018

Reservations for all programming events are required.  
Please visit the Event tab our website for details.