



## **Employment Opportunity**

**Job Title** Development 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 Manager. This is a part-time position with a flexible schedule for about 15 hours per week with more hours required weekly during September-December, and other busier times throughout the year.

The Development Manager implements, coordinates and manages resource generation empowering programs and activities, creates impactful communication messages, and hosts social and inspiring events that support the mission of the Women's Fund. This position acts with grace as a hostess who emboldens the philosophy "you give today, we give forever" by being a connector and an empowering presence among our greatest supporters and dealings with donor relations.

### **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**

- Project implementation of regularly occurring resource generation programs (e.g. National Women's History Month activities, speakers, panel discussions).
- Serve as a liaison of various committees and engagement groups, including planning and organizing meetings, cultivation events that teach/inform/educate women about philanthropy and keep them engaged in our work. Strategize with the Executive Director.
- Craft engaging content and take photos for social media, website, press releases and other projects.
- Create layout, write engaging stories, and take interactive photos for monthly newsletters, along with sending newsletter to all on mailing list.
- Implement details for annual Women's Fund Presents event, including managing event timelines, budgets, and event logistics and vendors.
- Nurture relationships with partners, donors, vendors and others.

## **Job Qualifications and Experience**

- Highly organized, detail oriented, nimble, and thrives in fast-paced environment.
- Team player, service-oriented, performs random acts of kindness.
- Experience in event planning, preferably at a nonprofit organization.
- Experience with Raiser's Edge/NXT preferred.
- Strong computer skills using all Microsoft Office applications; ability to utilize online tools to conduct prospect research.
- Excellent oral and written communication skills.
- Bachelor's Degree preferred.

**Information should not be interpreted to cover all required scope of the position. Selected candidate will follow other instructions and perform related duties as required by 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.