



Position: Advancement Manager

Compensation Range: \$48-52,000

About NourishMKE

NourishMKE is a network of food centers building community through nourishment. We envision a more equitable work where people have enough resources to thrive. As the largest food center network in Milwaukee, NourishMKE is a stabilizing force in our neighborhoods. Through our programs we strive to leverage food to build relationships and address the holistic needs of community members. Since 1978, we have used a community-centered approach to address food access, food education, food sustainability, food advocacy and community connection.

The ideal candidate is adept at building and maintaining trust-based relationships, engaging stakeholders and applying an equity lens towards transforming lives and communities. As such, we strongly encourage applications from candidates who foster and promote the values of diversity and inclusion.

Job Purpose

The Advancement Manager is responsible for working with the Advancement team (consisting of the Executive Director, and the Volunteer and Community Coordinators) to ensure the organization's mission of building community through nourishment is supported with the appropriate financial, volunteer, and in-kind resources.

Primary Functions

Fundraising

- In partnership with the Executive Director, strategically plan, develop, and lead the implementation of a comprehensive Fund Development plan to meet the ongoing annual fundraising needs of NourishMKE ensuring its goals, outcomes, and expectations align with NourishMKE's overall strategic plan.
- Collaborate with the advancement team in the implementation of the annual Fund Development plan, ensuring its goals, outcomes, and expectations align with the NourishMKE's overall strategic plan.



- Create and implement fundraising strategies to maximize revenue through annual appeals, fundraising events, corporate partnerships, and more as outlined in the Fund Development plan.
- Generate written development materials such as Letters of Interest, grants, and reports in collaboration with the Executive Director and Advancement Team
- Engage and coach the Advancement Team in coordinating the full life-cycle of grant fundraising, including grant research, grant writing, tracking deadlines, and grant reporting.
- Elevate donor engagement with new and existing donors, including individuals, foundations, corporations, and civic and religious organizations through effective communication, relationship building, and retention strategies to increase financial support.
- Represent NourishMKE at community speaking engagements and networking events as appropriate.
- In partnership with the Executive Director, support the Board of Directors in their fundraising and community engagement efforts.
- Collaborate with the NourishMKE Team on social media and marketing including newsletters and social media

Volunteer Management

- In coordination with the Advancement Team, strategically plan, develop, and lead the implementation of a comprehensive Volunteer Management plan to enhance volunteer recruitment, orientation, training, retention, and supervision and meet ongoing annual volunteer needs in alignment with NourishMKE's strategic plan.
- Oversee the creation, review, maintenance, and implementation of handbooks, policies, and procedures related to volunteering and volunteer management.
- Collaborate with volunteers and staff to elicit feedback and engage in continuous evaluation and improvement of the volunteer program.

Knowledge – Skills – Abilities

- Affinity with the overall mission of NourishMKE.
- Excellent communication skills- listening, speaking, and writing.
- Ability to relate comfortably with individuals from diverse racial, cultural, social, educational and economic backgrounds who work at our pantries and use our services.
- Excellent computer skills, proficient with MS Office applications, experience with CRM preferred.
- Excellent attention-to-detail.
- Valid driver's license.
- Willingness to learn, adapt, grow, and work as a team.



Organizational Structure

Reports to: Executive Director

Direct Reports: None

Collaborates with: Advancement Team, All Staff, Volunteers

Work Type: Salaried, Full Time (100%)

Specifications

Appropriate experience may be substituted for education on an equivalent basis

Minimum Required Education: High School Diploma or GED

Minimum Required Experience: 2 years

Preferred Education: Bachelor's

Preferred Experience: 3-5 years advancement or development

Preferred Field: Fundraising and Development, Nonprofit Management, Marketing, Communications

Job Scope

Complexity – regularly applied judgment to accomplish tasks; develops policies and procedures

Impact – errors may cause moderate damage; accuracy highly important

Autonomy – performs work independently with regular check-ins; supervision available as needed

Communication – occasionally resolves conflicts; adapts communication style to audiences

Responsibility – advises others

Confidentiality – regularly prepares and uses confidential information

Leadership – acts as a role model

Physical Requirements

Work requires occasionally lifting moderate weight materials (up to 50 lbs), standing, or walking continuously.

Sensory Acuity

Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

Work Environment

Open office workspace with active team atmosphere in addition to approved work-from-home arrangements
Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids.



Performance Dimensions

Collegiality

Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision-making.

Excellence and Creativity

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

Education and Development

Displays an ongoing commitment to continuous learning and self-improvement in one's area of responsibility. Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

Agility and Judgment

Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances. Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.

Stewardship and Institutional Citizenship

Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.



Background Check

Employment in this position may be contingent upon successfully completing a background and criminal history check and/or driving record check.

Equal Opportunity Employer

NourishMKE is an Equal Opportunity Employer. We are committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic, or military status. Applicants or other members of the NourishMKE community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

Diversity and Inclusion

NourishMKE is committed to creating an inclusive and welcoming workplace that includes individuals with diverse backgrounds and experiences. We believe that embracing human differences is critical to realizing our mission of nourishing the community, and we recognize that a healthy and thriving community starts from within. We strive to integrate our human and social differences into NourishMKE's functioning, strategies and culture to create a diverse and equitable workplace. If you believe embracing individuality and working together makes us stronger, then NourishMKE is the place for you. People of color, women, LGBTQIA+, veterans and persons with disabilities are encouraged to apply.

Confidentiality

Employees that have access to NourishMKE, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches.

Completeness

This job description is not an employment contract and NourishMKE may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.

To apply email jobs@nourishmke.org