



POSITION DESCRIPTION

JOB TITLE: Charitable Giving Analyst Job Class: 3639	
DATE	Office of Finance Milwaukee Public Schools' Foundation
Pay Range:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	Management Approval:
POSITION SUMMARY and PURPOSE: Supports the work of the Milwaukee Public Schools Foundation to generate financial support in the community for the enhancement of education in the Milwaukee Public Schools district through the Milwaukee Public Schools' Foundation (MPSF). Provides administrative, accounting and functional support for the MPSF. Performs duties such as, but not limited to, coordination of meetings and trainings, obtaining supplies, coordinating production and distribution of Foundation documents, and working on special projects. Responds to non-routine correspondence and assembles highly confidential and sensitive information.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Coordinates and writes grant and endowment requests for funds from the corporate and private sector. Assists with the writing and submission of MPSF grants.
2. Develops, manages and directs the Foundation's process of receiving, reviewing and awarding grants/scholarships.
3. Assists in the development and dissemination of the MPSF newsletter and annual report. Publishes and updates policies and procedures for the MPSF in cooperation with the Executive Director and the Milwaukee Public Schools' Foundation Board of Directors.
4. Develops and maintains mailing lists, keeps updated files for the MPSF and historical financial records. Creates and edits correspondence and sends notices of upcoming meetings.
5. Schedules, facilitates and provides arrangements for MPSF board meetings and sub-committee meetings. Records and disseminates minutes from meetings.
6. Procures and maintains all equipment needed by the MPSF, manages telephone inquiries and disseminates mail.

7. Directs marketing programs and events to cultivate, motivate, and solicit individual, foundation and corporate donors. Monitors donor information, history of giving and creates reports on giving trends. Sends donation acknowledgements in a timely manner.
8. Processes accounts payable and receivable for the MPS Foundation. Provides invoices to providers and donors as necessary.
9. Produces monthly financial, tax and W2 reports and statements. Coordinates with external accounting firms for annual independent audit.
10. Coordinates and oversees the planning activities of special events. Maintains the Foundation's website.
11. Provides input to establish long- and short-range development goals.
12. Designs, implements, and evaluates comprehensive development strategies and programs that support the overall goals and objectives of the MPS Foundation.
13. Personally identifies, cultivates, and solicits prospects for major gifts as defined by the MPS Foundation's development standards through visits and other forms of direct contact.
14. Maintains donor databases.
15. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Reports to the Director, Milwaukee Public Schools Foundation. Project assignments are reviewed and approved periodically based on key target dates.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A bachelors' degree in accounting, business or related area.

Experience Requirements

One to three years of experience working with teams and coordinating large projects. Previous financial experience is required. Previous foundation or public sector experience is preferred.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential with the ability to communicate with staff at all levels of the organization. The ability to apply good diagnostic, analytical and reporting skills is necessary. Must maintain current knowledge of legal and tax issues that affect non-profit organizations. Must be responsive to unanticipated needs and be able to handle numerous projects with differing and established deadlines. Must be able to work with a diverse population. The incumbent should be organized and have outstanding analytical skills. Proficiency with MS Office Suite to include Word, Excel and Access is necessary.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of

those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.