



REVITALIZE MILWAUKEE
POSITION DESCRIPTION
FUND DEVELOPMENT
AND EVENTS SPECIALIST

ORGANIZATIONAL SUMMARY

Revitalize Milwaukee is a 501(c)3 nonprofit organization whose goal is to preserve affordable housing and revitalize vulnerable neighborhoods throughout Milwaukee and Waukesha counties. We are the largest provider of free home repairs to eligible homeowners in Southeast Wisconsin and the only one that provides them for free. While we directly impact individuals and families, we also improve economic stability by keeping long-term, existing homeowners in their homes. This stabilizes neighborhoods and the tax base paid to the city.

Over time, health and safety issues develop from the inability to pay for repairs and other necessary services. Without our free services, many Milwaukee residents would suffer serious injuries or even be forced to move out of the homes that they've lived in for over 30 years.

We employ 15-30 City of Milwaukee licensed and insured minority contractors daily, providing sustainable wages and helping the local economy.

We operate on an annual budget of 14.2 million dollars. Each dollar received is leveraged approximately 4:1, creating a total reinvestment of \$26 million back into the community. Over 99% of our funding comes from private sources (grants, corporations, and individuals).

Improve lives by providing FREE, professional home restoration, vital safety repairs and life-changing accessibility modifications for low-income homeowners who are senior citizens, veterans and/or persons with disabilities. Our impact is extended beyond the individuals served to revitalize and stabilize vulnerable neighborhoods. Home by home, block by block, entire communities are transformed. Services include accessibility improvements, electrical patch-ups, energy efficiency upgrades, general renovations, plumbing repairs, and security updates. Emergency repairs are also available and will be addressed within 24 – 48 hours of the initial call.

Since 2000, RM has completed home modifications for more than 3260 homes with the help of over 24,000 hours of volunteer time and invested over \$26 million into Milwaukee area housing. In 2021 alone we completed over 1730 repairs at 287 homes, impacting 560 individuals.

RM has a proven track record of success and impact. Join our growing team to be part of our success!

More information about us can be found at freehomerepairs.org or freehomerepairs.org/careers

CULTURE AND BENEFITS

WHY REVITALIZE MILWAUKEE?

BENEFITS

- Paid Fridays off every other week giving you 26 three-day weekends a year!
- Opportunity to earn performance-based bonuses
- Competitive salary
- \$300 monthly healthcare stipend - \$3,600 per year
- RM 100% individual premium paid AFLAC Dental, Vision, Health Advocate and AllyHealth
- 5% of salary contributed by organization to 401K with no match required
- Generous PTO package starting at 128 paid hours plus 10 bonus and holiday paid days off (in addition to the bi-weekly Fridays off).
- Cell phone and mileage reimbursement
- Amazing offices in the heart of downtown Milwaukee and paid parking with 24-hour access for you to enjoy dinners, sporting events, and concerts downtown as well!
- Onsite amenities such as movie popcorn machine, organic fair trade coffee and endless treats.

CULTURE

Our team is passionate about two things: fulfilling the mission and loving our every day. We've learned that in order to do our best work, there must be a holistic balance. So, we incorporate the following developmental and social events and activities right into the workday:

- **MONTHLY LUNCH AND LEARNS** – paid time for the team to connect and grow over a delicious catered lunch.
- **TEAM SOCIALS** – unique opportunities to hang out and share fun experiences outside of the office... think boating and sailing trips, axe throwing, drinks and dinner, game night and more!
- **YOGA** – Free yoga class with a certified instructor
- **PET FRIENDLY** – We adore our furry children - bring your pet to work with you!
- **QUARTERLY TEAM VOLUNTEER DAYS** – we serve our city together!
- **QUARTERLY PLANNING AND DEVELOPMENT DAYS** – revisit and reset your goals
- **PERSONAL DEVELOPMENT OPPORTUNITIES**
- **GROWTH-ORIENTED CULTURE**
- **OPPORTUNITIES TO EXPAND YOUR SKILLSET IN A SUPPORTIVE WORK ENVIRONMENT**

AS A HIGHLY COLLABORATIVE AND DRIVEN TEAM, WE LIVE BY THESE VALUES:

- **RESPECT:** At all times, we're respectful. Through our choice of words, tone of voice, body language, and actions, respect is demonstrated by:
 - Prompt response to messages, phone calls, emails, and other inquiries.
 - Effective two-way communication between RM and our partners.
 - Honesty – We tell the truth, do what's right, and honor our commitments even when expensive, inconvenient, or embarrassing.
- **POSITIVE ATTITUDES:** We choose to hold a positive attitude in all that we do to promote flexibility, teamwork, and collaboration in the best interests of each other, our clients, our patrons, and our community. We accept the unconventional working conditions that characterize the nonprofit sector's commitment to helping others. We offer suggestions and solutions when appropriate to improve the circumstances of our clients and our co-workers. Ultimately, we build each other up as a team.
- **ENCOURAGE INITIATIVE:** We promote the growth of the agency. We demonstrate strength and commitment by engaging volunteers, supporting homeowners, and inspiring the community. We respond to the working environment by exceeding the agency's goals and creating a better workplace without being asked to.
- **CONTINUOUS LEARNING, DEVELOPMENT, AND IMPROVEMENT:** We recognize our responsibility to: listen and learn from each other, offer suggestions for improvement, and continuously develop the knowledge and skills to strengthen our ability to achieve RM's mission and services at a high level of accomplishment in support of our community. We build upon our strengths to strive for greater achievements on behalf of our clients and our mission.
- **INTEGRITY AND EXTREME OWNERSHIP:** We are honest in sharing our perspectives; open to understanding different points of view; and always do what we say we'll do. We believe individual and collective leadership drives results; when we fail, we own it, resolve it, and learn the lesson to avoid it in the future.
- **ACCOUNTABILITY AND TIMELINESS:** We commit to uphold these core values to help create a meaningful and enjoyable work culture in which we can all take pride. We meet program goals through consistency and investment of time. We manage time effectively to accomplish outcomes.
- **CUSTOMER FOCUS:** We exist because of our customers' needs. We must understand, anticipate, and act on those needs to meet the expectations and requirements of internal, but primarily external customers, peers, and stakeholders. We will use this insight for improvements in products and services, and to establish best practices.

PRIMARY RESPONSIBILITIES

Work with our dedicated and passionate staff as we accomplish our mission to provide free professional-quality home repairs to low-income homeowners.

We offer a fast-paced, creative environment, and are committed to making a pronounced impact in the community.

This position of **Fund Development & Events Specialist** is an important part of our team and will be responsible for supporting the increase, the diversity and size of our revenue streams as well as increasing the organization's visibility. If you excel in communications, are meticulously organized, facile with Salesforce and Constant Contact, able to handle tight deadlines, are creative, entrepreneurial, driven to reach goals and get excited about pursuing new funding opportunities, you would be a great addition to our team!

This position reports directly to the Director of Development and Marketing.

FUND DEVELOPMENT –

- Initiates, supports and executes the RM Fund Development Plan to maintain the current funding level of \$2.1 million through the development, management and implementation of various current fundraising programs of RM
- Work with the Director of Development and Marketing to create new fundraising campaigns to raise a minimum of \$400,000 of new money in the first year
- Work with the Director of Development and Marketing to develop cause-related marketing programs, donor cultivation, direct mail, annual campaigns, and planned giving programs.
- Work with Data & Content Specialist to reimagine online fundraising, including Peer-to-Peer campaigns
- Work with the team to create social media appreciation to current individual donors, and a quarterly donor appreciation newsletter
- Track and manage all data related to giving of pledges and gifts received, and donor follow-up through Excel & Salesforce
- Maintain meticulous records of all donor communications and related invoices
- Monitor and generate campaign outcomes for internal evaluation and reporting to the community and our partners
- Initiates, supports and executes the RM Stewardship Plan to ensure relationships with donors, volunteers, and prospects are nurtured
- Prospect new grantees, track and report and work with RM Grant Writer on managing deadlines, proofing and submission.
- Assist with Fund Development Committee monthly meetings and track agenda, takes minutes and action steps
- Coordinate annual donor appreciation event
- Coordinate end-of-year donor thank you letters and receipts to all donors
- Additional tasks as assigned by the Director of Development and Marketing

EVENTS –

- Assist with recruiting and coordinating five+ Corporate Service Day projects.
- Assist with recruiting a minimum of 20+ companies for each of the six Impact meetings annually.
- Assist with coordinating Impact meetings and reporting event outcomes
- Assist the Director of Development and Marketing in managing and executing RM's three signature fundraising events annually with the additional support of RM team members
- Assist with develop of marketing programs for corporate sponsorships and corporate donor cultivation.
- Generate and monitor outcomes for internal evaluation and reporting to the community and our partners
- Recruit, manage and track volunteers for the annual Golf Outing, Block Build and fundraising gala
- Solicit and gather in-kind donations for Block Build MKE and gala live and silent auction
- Additional tasks as assigned by the Director of Development and Marketing

MARKETING –

- Support the Director of Development and Marketing and/or CEO with preparation for meetings, news production teams, local television channels and radio stations as assigned by the Director of Development and Marketing
- Support the development and activation of cause-related marketing programs, sponsorships, donor cultivation, direct mail, annual campaigns, planned giving programs and online fundraising as assigned by the Director of Development and Marketing
- Work with team to design and implement marketing campaigns, for both traditional and social media channels, including strategies, promotions and timetables to meet goals
- Work with the Director of Development and Marketing on the annual report
- Assist with the creation of press releases as requested in consultation with Director of Development and Marketing and/or CEO
- Additional tasks as assigned by the Director of Development and Marketing

ADDITIONAL REQUIRED RESPONSIBILITIES

- Actively participate and assist in the planning, coordination and execution of annual events including but not limited to Block Build MKE, Golf Outing and Gala
- Actively attend and participate in scheduled events and projects on various weeknights and weekends throughout the year, including fundraising events, donor appreciation events, volunteer projects and our annual events listed above
- Promote Revitalize Milwaukee to the community and social service providers
- Understand and adopt Revitalize Milwaukee's Core Values
- Additional duties as assigned by the CEO and the Director of Development and Marketing

EXPERIENCE AND SPECIAL SKILLS DESIRED

- Bachelor's degree in Communications, Business Management, Fund Development, Nonprofit Management, or similar field of study
- 3-5 years of fundraising experience with a proven track record of cultivating gifts over \$300,000 annually
- Minimum three years of grant writing and/or communications experience
- The work requires a results-driven, detail-oriented, and highly productive individual who is a quick learner and thrives in a self-directed environment
- Proficiency in computer programs, including Microsoft Office, Constant Contact, and Salesforce
- Must have the ability to self-identify priorities and see obstacles as opportunities
- Ability to effectively build relationships with potential investors, corporate leaders, community members, colleagues and volunteers (Bilingual in Spanish a plus but not required)
- Ability to effectively communicate a case for giving in a variety of ways including but not limited to public speaking engagements, small group meetings, one-on-one meetings and written materials
- Strong writing and editing skills with the ability to write clear, structured and persuasive proposals specific to corporate criteria and individual donors' philanthropic goals
- Must have your own car, a valid driver's license and auto insurance
- Ability to lift up to 50 lbs.
- Values team environment and a collaborative work environment
- Excellent organizational and communication (oral, written, presentation) skills
- Strong in customer relations and communication skills
- Demonstrate personal accountability and personal/professional integrity in all actions
- Highly organized, self-motivated and goal-oriented
- Ability to prioritize tasks and manage time
- Forward-thinker with an adaptive, problem-solving orientation and ability to find and present solutions to problems independently
- Ability to resolve conflicts
- Proficient computer skills required (MS Office, DropBox, Google Workspace, Monday.com)
- Ability to create and use existing MS Excel spreadsheets and written reports using Microsoft Office
- Ability to consistently meet goals and deadlines and come prepared to offer solutions and contribute in meaningful ways
- Ability to work effectively with individuals from diverse backgrounds
- Must have and keep a valid driver's license, car insurance, and good driving record to visit job sites
- Ability to prioritize tasks and manage time
- Ability to work effectively with individuals from diverse backgrounds

SALARY AND APPLICATION INFORMATION

- Salary commensurate with experience.
- \$45,000 - \$50,000 a year. Bonus potential of \$5,000 - \$7,000 based on performance.
- Please send cover letter, resume with salary requirements to Stacie@rtmilwaukee.org