



## **Shorewood Foundation**

Position Title – Foundation Associate

Employment Classification – Virtual nonexempt part-time (8 hours/week)

Application Deadline – March 1, 2021

### **About the organization**

The Shorewood Foundation founded in 1964 is a private non-profit philanthropic organization supporting the Village of Shorewood, Wisconsin through the stewardship of philanthropic gifts. The Foundation operates independently of the Village of Shorewood and is governed and managed by a volunteer board of directors comprised of 12 Village residents. Generous donors have created funds which are granted to nonprofit entities serving to enhance the sustainability and quality of life in Shorewood.

Working under the direction of the Board and Committee Chairs, this part time position assists with the communications, special events and administration related to the day-to-day operations of the Foundation.

### **Job Description**

- Work closely with the treasurer in performing tasks necessary to ensure compliance with foundation processes and procedures.
- Schedule board meetings and document the minutes and prepare materials and various communications to support the work of the board. Attend board meetings of the Foundations appropriate committee meetings and special events as assigned.
- In conjunction with the committee chair; assist in the administration of donor appeal letters, support the grant committees, i.e., communicate with our grantees, applicants and grantees, and the public.
- Assist in the support, expansion, and enhancement of existing donor relationships through good stewardship practices including special events.
- Assist in the collection and management of data for various projects and publications including Donor Perfect data base, annual appeal mailing list, and Constant Contact newsletter.
- Inventory and maintain supplies according to office needs such as stationery.

- Maintain a positive relationship in the community with Foundation colleagues, partners and Village administrators in a manner that promotes hospitality, professionalism, and stability. Adhere to the ethical standards of the Foundation.
- Other relevant duties as assigned.

### **Job Qualifications and Requirements**

- Interest in improving the quality of life in the Village of Shorewood which includes a passion for the small business environment, natural resources and diversity of the community.
- Technology skills including proficiency with Microsoft Office products, especially Word, PowerPoint, and Excel, including experience preparing mail merge documents. Ability to quickly adapt to data management tools such as Donor Perfect and Constant Contact.
- Social media skills necessary to update Facebook and engage the community are preferable.
- Working knowledge of file sharing tools such as Google docs.
- Excellent verbal, written, and interpersonal communication skills.
- Knowledge and experience about community organizations and fundraising is desirable. Some knowledge in board governance is helpful.
- Excellent organizational skills.
- Ability to multi-task and be flexible to adjust work schedule to meet deadlines and emerging needs of the foundation.
- Ability to work with diverse groups of people.
- Ability to effectively work independently is crucial and as a team member.
- Understand and maintain confidentiality.
- Professional demeanor and appearance.
- Positive, can-do attitude and ability to problem solve, focus work on meeting or exceeding goals.

### **Salary and Benefits**

This is a non-exempt hourly position offering a competitive hourly wage. Benefits include virtual and flexible schedule.

**Inclusion** – The Shorewood Foundation promotes diversity and inclusion as a part of its mission. It is the policy of the Foundation that opportunities be available to all persons without regard to race, sex, age, color, religion, national origin, marital status, sexual orientation, disability, citizenship status, genetic information, veteran status, or any other category protected under state or local law.

**How to Apply**

Email cover letter and resume, to be received electronically no later than March 1, 2021 to [rspano@spanopratt.com](mailto:rspano@spanopratt.com).