



SUMMARY

United Way of Greater Milwaukee & Waukesha County (UWGMWC) has a first-ever position as **Project Coordinator, Diversity Initiatives** in our Resource Development division! In this key role, you'll provide full-time support and assist in the planning and organizing of all Partnership MKE initiatives and other United Way diversity programs.

KEY JOB FUNCTIONS

Partnership MKE (<http://www.partnershipmke.org/>):

Provide excellent service to Partnership MKE alumni, participants, and donors.

- Provide regular communication with all stakeholders of Partnership MKE.
- Help coordinate the pairing process for Partnership MKE.
- Maintain and follow program timelines.
- Fully utilize donor management database (ANDAR 360) to assist in the implementation of effective growth strategies for the Resource Development department divisions.
- Maintain communication with program alumni and all stakeholders.
- Help coordinate all social media communication.
- Help coordinate all events and activities for Partnership MKE cohorts and alumni.
- Report any volunteer concerns and opportunities to appropriate staff in a timely manner.
- Provide accurate records and reports of all Partnership MKE data.
- Review and update content for the Partnership MKE web page.
- Prepare meeting materials and minutes.

United Way Diversity Initiatives

Provide support for the all United Way diversity initiatives.

- Support and assist with the coordination of all [Project LEAD](#) (Leadership Effectiveness And Diversity) events.
- Support and assist with the coordination of Diversity Leadership Society activities.
- Provide statistics and generate reports and information for volunteers and staff as needed.
- Support and assist with internal diversity & inclusion activities.

KEY REQUIREMENTS

EDUCATION and/or EXPERIENCE

- High school diploma or GED and five (5) years of progressively responsible experience
- High level of proficiency with Microsoft Word, Excel, PowerPoint, Outlook or other similar programs. Ability to produce and edit complex spreadsheets that include formulas.
- Ability to manage multiple calendars – experience with scheduling executives a plus.
- Ability to take minutes. Ability to communicate and interact well on all levels.
- Demonstrated skills in letter and memo writing and development. Demonstrated attention to detail and organizational details.

OTHER SKILLS

- Ability to work in a complex work environment using technical and interpersonal skills.
- Ability to prepare and give presentations.
- Strong analytical abilities, demonstrating the ability to anticipate problems and identify and implement solutions when needed.
- Ability to work independently, recognize tasks, implement, and follow through to completion.
- Ability to problem-solve and work flexibly.

TO APPLY:

For further job criteria and complete details, click on: <https://www.milwaukeejobs.com/i/27421298>. **If you meet or exceed job requirements, please apply directly at this web address today.** Please indicate salary requirements.

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