



Job Information

Job Title: Associate II, Foundation Business	Last Revised/Approved: November 2021
Job Code:	Reports To: Sr. Director, MPS Foundation
Office: <i>Office of the Superintendent</i>	Department: MPS Foundation

Compensation Information

Pay Grade: 04A	Pay Range: \$53,246 – 76,471
FLSA Status: Exempt	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Completes all MPSF administrative and business-related affairs for effective business operations and back-office management functions. Allows the fundraising and executive staff to function at peak efficiency for improved revenue and partnership development and implementation.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

- Executes and delivers on all business affairs and administrative functions, while developing and executing internal and external control processes based on business priorities and needs.
- Performs the primary office management functions such as accounts payable and receivable, banking and accounting reconciliation, budget, requisitions, inventory, contract and vendor relations and negotiations and other office maintenance duties.
- Prepares and coordinates all collateral development and outward-facing reports for internal and external stakeholder meetings with an emphasis on supporting executive level proposals.
- Supports the administrative needs: meeting follow-up and project support for executing on deliverables, monthly calendar of events and collaborates with staff to monitor tasks and coordinate workflows.
- Develops and maintains key databases, establishes follow-up procedures and controls and ensures complete data collection and tracking.
- Works with various MPS departmental staff to collaborate and resolve administrative matters.
- Coordinates and maintains timely information flow and correspondence for staff and key partners and constituents.
- Compiles and transcribes meeting notes as directed and/or needed and undertakes research for related next steps.
- Initiates, implements and coordinates new and existing record-keeping procedures involving filing systems, forms, portal information and internal controls.
- Administers the Foundation's website and social media accounts when needed.
- Supports special events with oversight of vendors, logistics and other duties as assigned.
- Manages volunteers and interns to ensure project completion or high-quality data entry.

- Actively supports the MPS and MPSF Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Position requires a bachelor's degree in business or related field, an advanced degree is preferred.
- ***A combination of education and experience will be considered.***

Experience Requirements:

- Previous non-profit or public sector experience is desired.
- Three to five years of previous experience in a high-volume transaction environment is required.

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.
- 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.
- Proficiency and experience in managing a donor database, or CSM / CRM database is necessary.
- Proven ability to exercise reasoned, independent judgment while adhering to standard practices and policies.
- Previously demonstrated success as a self-starter.

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. May occasionally travel throughout the city of Milwaukee.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.