



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title: Program Analyst I, MPSF</b>	<b>Last Revised/Approved: August 2023</b>
<b>Job Code:</b>	<b>Reports To: Director, MPSF</b>
<b>Office: Superintendent</b>	<b>Department: Milwaukee Public Schools Foundation</b>

<b>Compensation Information</b>	
<b>Pay Grade: 05A</b>	<b>Pay Range: \$64,676 – 93,057</b>
<b>FLSA Status: Exempt</b>	<b>Term of Employment: FT</b>

**Position Summary/Purpose:**

Coordinates the Milwaukee Public Schools Foundation (MPSF) scholarship program. Facilitates all current MPSF programs and serves as the primary liaison to all MPS Departments and external partners and stakeholders for program delivery. Serves as an additional face of the MPSF within the local nonprofit community.

**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.*

*Note: An Essential Function must meet the following criteria:*

- ✓ Does the job exist to do this function?
- ✓ Would taking this function from the job fundamentally change the job?
- ✓ Would there be significant consequences if this function were not performed?
- ✓ Can other employees do this function if necessary?
- ✓ How much time per week is spent doing this function?
- ✓ Do people in similar positions elsewhere do this function?

1. Works with the MPSF team in the development, implementation, and evaluation of programs and standards in alignment with the overall Milwaukee Public Schools Foundation (MPSF) mission, vision and goals.
2. Monitors programmatic impact with program dashboards and establishes consistent, objective program performance standards of accountability.

3. Coordinates and monitors outreach and retention, provides fund management support, reviews grant documentation and reporting needs and establishes timelines/calendars with program partners.
4. Reports to grantors, donors and external stakeholders in a timely manner.
5. Participates with and represents MPSF in local partner meetings and events as necessary.
6. Composes and drafts documents and correspondence for presentations, conferences, seminars and reports.
7. Provides administrative and operational support.
8. Provides consistent marketing and communication support at the direction of the Director, public relations consultant and team.
9. Tracks expenditures for donor-directed funds and programs.
10. Recruits and oversees training and orientation of all MPSF volunteers.
11. Maintains the MPSF scholarship program, including preparation of new scholarship agreements, maintenance and monitoring of existing scholarship agreements and maintaining regular contact with donors, students, the school district and external partners.
12. Develops scholarship application process for students and coordinates scholarship application reading, scoring and awarding. Assists with marketing materials used in student recruitment.
13. Plans and executes annual scholarship reception, Celebration of Scholars.
14. Creates outreach materials and other collateral for the promotion of all MPSF scholarships.
15. Maintains the Foundation's scholarship software. Manages applicant data and reporting, as well as post-award follow-up and tracking.
16. Maintains financial and student records.
17. Actively supports the MPS Strategic Plan.
18. Performs other duties as assigned.

## **Job Requirements:**

### ***Education/Experience Requirements:***

- A bachelor's degree in public policy, non-profit administration or a related field is required, a master's degree is preferred.
- Three to five years of demonstrated success in program development and management.

### ***Knowledge, Skills and Abilities:***

- Effective oral and written communication and presentation skills are essential with the ability to communicate with employees at all levels of the organization.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Ability to foster and maintain strong relationships with internal and external stakeholders.
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems.
- Strong project management skills are necessary.
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Experience in managing complex projects with competing priorities.

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

## **Physical Demands:**

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

*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.*

### **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.