



Down Syndrome Achievement Centers  
educate. inspire. believe.

## **GRANT AND FUNDRAISING SPECIALIST (PART-TIME)**

GiGi's Playhouse Milwaukee is one of 58+ brick and mortar locations across the United States and Mexico. We are part of the national GiGi's Playhouse, INC Down Syndrome Achievement Centers organization (founded in 2003), who provides us a franchise model, program design, and resources for operations. Down syndrome is the largest chromosomal disability in our country and yet, it is the least funded. From a prenatal diagnosis to career skills, we make a lifetime commitment to remain by their side. Families are empowered with all the tools their child needs to succeed. We do this by offering free educational, therapeutic, and social programming for individuals of all ages, and all abilities. GiGi's mission is to promote acceptance for all and change the way the Milwaukee community views Down syndrome, because individuals with Down syndrome are more like their peers than different. GiGi's Playhouse Milwaukee does all of this in a warm, supportive, welcoming family environment that is open for all to learn, socialize, and play.

### **Job Summary**

GiGi's Playhouse Milwaukee is excited to announce that we are hiring! We are currently seeking a part-time (10-15 hours per week) Grant and Fundraising Specialist to support and grow our free programs offered in-person at our Fox Point Down Syndrome Achievement Center, at satellite sites throughout Metro Milwaukee, and through our virtual platform. Hours are flexible and can include remote work.

**Reports To:** Board President, GiGi's Playhouse Milwaukee

**Location:** Milwaukee, WI

**Employment Status:** part-time hourly non-exempt (remote opportunity)

**Salary:** Depending on Experience

**Benefits:** Only available at full-time status

**Position Start Date:** ASAP

### **Responsibilities**

Under the direction of the Board President and Board of Managers, and in collaboration the Operations Director, Program/Volunteer Coordinator, and other Playhouse staff, the Grant and Fundraising Specialist will be responsible for prospecting, researching, preparing, writing and submitting proposals and grant applications in support of GiGi's Playhouse Milwaukee's ongoing needs and priorities. Develop a deep understanding of the GiGi's Playhouse model, programming, and priorities, as well as how our organization fulfills a lifetime commitment to and empowers individuals with Down syndrome and their families. While the primary focus is to write proposals and applications for both private and corporate funding, research new grant opportunities, build relationships with funders, and submit timely and accurate reports for grant-funded programs and projects, the Grant and Fundraising Specialist will also support our annual fundraisers through solicitation of sponsorships and in-kind donations.

### **Essential Job Functions**

Responsibilities include:

- Leverage our existing fund development plan, as well as research and identify new funding opportunities available from private and corporate sources.

- Collaborate with the board and staff to develop successful grant proposals that meet funder guidelines and giving priorities, and align with our Playhouse strategic plans.
- Manage multiple grant writing timelines and oversee the grant schedule to ensure timely submission of letters of inquiry, proposals, and reports, using our Salesforce CRM, Microsoft Teams, and SharePoint applications.
- Develop and maintain internal reports to inform the board and staff when grant awards are received and to ensure proper implementation of grant funds.
- Compile end-of-year data to provide accurate information for the annual report and other communication tools.
- Maintain good records of grant funders, prospect research, grant processes, and outcomes in SharePoint, Teams, and Salesforce databases.
- Collaborate with event planners and committees to support annual fundraisers, seek and secure event sponsorships and in-kind donations for silent auction/raffle items, as well as other event fundraising duties.
- Assist in the overall planning, fundraising goal setting, and implementation of corporate/foundation fundraising strategy (may include occasional attendance at evening/weekend board meetings/strategy sessions).

### **Competencies**

- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- **Responsive and Customer Service Oriented:** Attentive and timely in responding to customer needs; follows through on commitments and lives up to verbal and written agreements. Impeccably follows through on all action items and deliverables.
- **Communication:** Exceptionally strong written and oral communication skills with ability to express ideas and thoughts in a pleasant and professional manner; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods and consistently exhibits a professional presence. Writes clearly and inspirationally.
- **Proactive and Efficient:** Proactively anticipates needs and works to solve issues before they arise. Takes prompt action; is a total self-starter, taking independent actions and calculated risks to take advantage of opportunities. Acts without being told what to do; brings new ideas to the organization; able to produce significant output with minimal wasted effort.
- **Planning /Organizing:** Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans. Improves processes to continually improve operations.
- **Judgment:** Exhibits sound and accurate judgment; Does not hesitate to make timely decisions on challenging matters and has confidence in decision-making abilities. Supports and explains reasoning for decisions; Includes appropriate people in decision-making process. Sound judgment results in decisions that are consistently on target.
- **Problem Solving:** Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; ability to be creative, open minded and flexible; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Use of Technology:** Adapts to new technologies; Demonstrates required skills; Keeps technical skills up to date. Troubleshoots technological problems; Uses technology to increase productivity.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience: Bachelor’s degree required and/or 10+ years of relevant combined volunteer management and/or HR experience. Mix of these experiences strongly preferred. Demonstrated strength in coaching managers, empowering them to optimize their relationships with their employees and volunteers.
- Language Skills: Ability to read, analyze, and interpret instructions and complex correspondence. Ability to respond to common inquiries or complaints. Ability to effectively present information to top management and/or boards of directors.
- Computer Skills: To perform this job successfully, an individual should have advanced skills in Microsoft Office (Word, Excel, PowerPoint, Outlook, OneNote, and Teams). Ability to run reports and dashboards in a database program (Salesforce) as a management reporting tool. Quick learner of new technologies.
- Work Environment: The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. For a remote role, the employee’s home workspace must be set up in a space that is quiet, private, conducive to office work, and without distractions.

**GiGi’s Playhouse Core Values**: GiGi’s challenges all staff and volunteers to embody the following core values:

- Enthusiasm: Bringing positive, high energy to our work
- Best of All: Always looking to improve in all that we do. Challenge yourself every day.
- Get It Done: Making things happen and blasting through barriers when needed. Figure it out.
- Believe: Believe in ourselves, believe in our mission, believe we can achieve all that we set out to achieve
- Locally Concerned, Enterprise Minded: To best serve our local communities, we share our location’s best practices and have the humility to leverage the collective learnings from across the GiGi’s network.

***The job duties listed in this job description may not be inclusive of all requirements of this position; other duties may be assigned.***

***I HAVE THE QUALIFICATIONS AND AM ABLE TO PERFORM THE DUTIES ON THIS JOB DESCRIPTION.***

**ACKNOWLEDGED:**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**