

Administrative Associate – Women’s Philanthropy

The Milwaukee Jewish Federation is currently seeking an Administrative Associate to provide high-level and project-based administrative organizational support to Women’s Philanthropy (WP) and other related programs within the Campaign Department.

Essential Job Duties:

- Provide administrative support for the Annual Campaign and other ongoing development activities
- Assist Event Coordinator with all aspects of event and meeting preparation
- Coordinate grant cycle for volunteer-driven endowment fund
- CRM Management & Data Entry including memberships, interactions, contact info, lists and more. Provide routine lists as necessary.
- Manage administrative tasks related to travel programs and follow-up activities
- Coordinate with marketing department and WP Director to provide contact for Social Media and marketing related to WP programs, including bi-annual newsletter.
- Handle check requests, reimbursements and expenses for the department

Qualifications:

- Bachelor’s degree preferred, but a combination of education, training and experience may be considered.
- 1 - 2 years administrative experience preferred
- Strong verbal, written and interpersonal skills; ability to communicate professionally to a diverse audience
- proficient with technology including Microsoft Office Suite, especially Excel and Power Point, formal document preparation and database management, familiarity with development software a plus. Should be comfortable using most common social media platforms

Milwaukee Jewish Federation is an Equal Opportunity Employer

Please submit cover letter and resume to HR@MilwaukeeJewish.org and put “WP Admin” in the subject line.