



MILWAUKEE WATER COMMONS

1836 W Fond Du Lac Ave, Milwaukee, WI 53205

Office: (414) 763-6199

www.milwaukeewatercommons.org

Position: Administrative Manager

Start Date: Late Spring 2022

Salary Range: \$40,000 – 50,000 annually

FTE 1.0

Benefits

Reports to: Director of Programming

- Three weeks paid time off
- Ten paid holidays per year
- Health, dental and vision coverage

Key Principles of MWC Culture & Values

Milwaukee Water Commons (MWC) is a cross-city, cross neighborhood network that fosters connection collaboration and broad community leadership on behalf of our common waters. We promote stewardship, equitable access and shared decision making for our shared waters. We advocate on environmental justice issues, water justice, climate justice, and social justice. Our programmatic work is neighborhood based, although our organizational reach includes communities throughout the Great Lakes Region. We strive to build a multi-racial, multi-cultural organization and an anti-racist environmental movement on behalf of our waters.

Milwaukee Water Commons organizes under four frameworks: The Commons, Collective Impact, Environmental Justice and Community Engagement. We believe environmental work– has the greatest impact when it adopts an intersectional approach. By that we mean we must inclusively consider the connections between social and environmental systems, recognizing that vulnerability is often experienced as multiple compounding challenges that cannot be separated. To arrive at justice these challenges must be addressed simultaneously. We believe the community must be at the center of envisioning and decision-making about our shared waters.

We are creating a workplace with guiding principles of integrity, accountability, diligence, perseverance, and discipline. The successful employee must have the ability to demonstrate and apply MWC values and frameworks which are embedded in all agency roles.

Position Purpose

This position is responsible for the internal administrative management of MWC and will manage over-all daily office operations. This role requires the ability to provide a wide range of administrative and office support activities, including overseeing office expenditures, tracking of receipts, creation and maintenance of systems and procedures. The Administrative Manager ensures that record keeping and systems are in place and prepares tracking documents as needed. This position includes event planning and providing administrative support including logistics across MWC program team and especially to the Co-Executive Directors. The Administrative Manager is an integral member of our team, engaged across programs and projects, ensuring MWC is operating securely, efficiently and effectively.

Essential Duties and Responsibilities

- Commitment to social and environmental justice and supportive of MWC mission and goals.
- Commitment to MWC values of anti-racism and building a multicultural organization.
- Work with Co-Executive Directors and bookkeeper to ensure good financial recordkeeping and systems.
- Maintaining records in Salesforce, tracking donors and funders.
- Managing online or cloud-based storage systems like Google Drive.
- Supporting Co-Executive Directors in tracking grant deliverables and timelines.
- Compiling and maintaining records, including all contracts.
- Assisting staff in project, travel, meeting logistics when needed.
- Developing content for fundraising efforts and campaigns, including year-end fundraising campaign.
- Communicating with donors and funders as directed.
- Maintaining and updating office policies and procedures.
- Supporting Co-Executive Directors with organizing and scheduling appointments.
- Greeting visitors, monitoring and answering phones.
- Plan meetings and take detailed notes.
- Managing office inventory & supplies.
- Assisting in operating office equipment and ensuring it is in working order.
- Facilitating IT support, as needed.
- Assisting in creating outreach materials to support MWC activities and initiatives.
- Developing content to support strategic partnerships.
- Assisting with MWC events and other programs, as directed.
- Representing MWC at community events.

Skills and Qualifications

- Values diversity and inclusion efforts.
- Strong interpersonal skills.

- Demonstrated ability to work effectively in teams.
- Willingness to work across all MWC projects and initiatives.
- Ability to communicate the wide array of issues that affect building Milwaukee as a Water City; our mission, principles, patterns and initiatives.
- Ability to coordinate multiple projects, manage timelines and meet deadlines.
- Strong oral and written communication skills, including proofreading and editing.
- Analytical and problem-solving skills.
- Attention to detail.
- Strong organizational skills with the ability to work independently.
- Proficient in Microsoft Office Suite, Google applications, and Salesforce.
- Ability to manage databases, create and track spreadsheets.
- Willingness to learn and grow with the organization.
- Demonstrate a commitment to cultural competence. Bilingual skills a plus.
- Demonstrate workplace values including, discipline, integrity, positivity and accountability.
- Appreciation for the environment, local communities and the nexus between both.

Bachelor's Degree preferred. Work experience may substitute for this requirement.

Anti-Discrimination Policy

Milwaukee Water Commons is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. MWC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at MWC are based on programmatic needs, job requirements and individual qualifications, without regard to a person's race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, or physical, disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations of our city & state. MWC will not tolerate discrimination or harassment based on any of these characteristics.

We are committed to building a team that represents a variety of backgrounds, perspectives and skills. MWC believes the more inclusive we are the better our work will be on behalf of our community. If you are a member of one of these groups, feel free to identify in your cover letter or resume.

Applications being accepted on a rolling basis until position is filled.

Submit resume and cover letter, addressed to the Co-Executive Directors

employment@milwaukeewatercommons.org