1. [Careers at Wisconsin Watch](https://jobs.gusto.com/boards/wisconsin-watch-b5c694e0-cc37-4cd6-8182-d576adf3be89)
2. Associate Director of Philanthropy

**A logo with a map and a magnifying glass

Description automatically generated**

**Wisconsin WatchAssociate Director of PhilanthropyMadison, WI · Full time**[**Company website**](https://wisconsinwatch.org/)

[Apply for Associate Director of Philanthropy](https://jobs.gusto.com/postings/wisconsin-watch-associate-director-of-philanthropy-863f0171-a838-43a0-ad06-2629802d5e77/applicants/new)

The Associate Director of Philanthropy will perform administrative duties related to fundraising, marketing and public relations, gaining firsthand experience in strategic planning to increase the capacity of a growing nonprofit organization. This role will grow with the right candidate and serve as the catalyst for a successful career in nonprofit fundraising and relationship management.

**Description**

**Wisconsin Watch Seeks Associate Director of Philanthropy**

Wisconsin Watch, a nonprofit news organization dedicated to making sure every Wisconsinite has the news and information they need, seeks a philanthropy associate to help us achieve our ambitious fundraising and expansion goals. The Associate Director of Philanthropy will report to the Director of Philanthropy and work closely with the Chief Revenue Officer. The right candidate will be highly organized, detail-oriented and entrepreneurial, with strong communication, project management, and task management skills.

Wisconsin Watch is a nonprofit news company providing trustworthy reporting that investigates problems, explores solutions and serves the public. We aim to strengthen the quality of community life and self-government in Wisconsin by providing people with the knowledge they need to navigate their lives, drive forward solutions and hold those with power accountable. We pursue the truth through accurate, fair, independent, rigorous, nonpartisan reporting.

**Job duties:**

The Associate Director of Philanthropy will perform administrative duties related to fundraising, marketing and public relations, gaining firsthand experience in strategic planning to increase the capacity of a growing nonprofit organization. This role will grow with the right candidate and serve as the catalyst for a successful career in nonprofit fundraising and relationship management.

The Associate Director of Philanthropy will be involved with stewardship activities related to nonprofit fundraising and relationship management, including working with a team to create and implement the fundraising, development and communications strategy for Wisconsin Watch, as well as donor and grant research and tracking.

The Associate Director of Philanthropy will work closely with the development and business team to plan, implement, and coordinate effective multi-year strategies and plans for gift prospects, including individual donors and foundations.

**Major donors**

* Serve as a representative of Wisconsin Watch and a point of contact for staff and donor inquiries.
* Uphold excellent stewardship practices and regularly help craft funder outreach and updates.
* Partner with the Director of Philanthropy to conduct prospect research.
* Potentially manage a small portfolio of major donors.

**Institutional donors**

* Collaborate with the Director of Philanthropy to manage a robust calendar of institutional funder grants and reporting deadlines.
* Uphold excellent stewardship practices and regularly help craft funder outreach and updates.
* Assist with financial budgeting and reporting processes.

**Systems management**

* Responsibilities include running weekly gift reports, requesting development notes, merging letters, customizing copy, and routing letters for approvals and signatures.
* Draft acknowledgment letter templates and refresh/update content on a bi-annual basis.
* Administer the Watchdog Club and Leadership Circle acknowledgment process.
* Send out monthly recurring gift initiation thank you cards and pledge reminders.
* Partner with the business team on database policies and best practices in record keeping.

**Required Qualifications:**

* 2+ years’ experience in nonprofit fundraising, stewardship, donor relations, project management and/or a related area.
* Proficient in Google Suite, MS Office, Word, Excel, and Outlook.
* Excellent verbal and written communication skills.

**Other Desirable Qualifications:**

* Passion for journalism, local news, media, and/or civic engagement
* Excellent organizational, critical thinking, and project management skills
* Strong attention to detail
* Skilled at proactively solving problems and offering solutions
* Strong customer service mentality
* Self-starter, able to successfully coordinate multifaceted projects, timelines, competing priorities, and duties both independently and in collaboration with other people involved.
* Exceptional relationship-building skills with both internal and external constituents
* Ability to work effectively in a decentralized environment with high complexity
* Experience with writing communications for donor gratitude
* Experience using Salesforce or other CRM software
* Experience with donor prospect research

**Don’t check off every box in the requirements listed above? Please apply anyway!** Studies have shown that marginalized communities - such as women, LGBTQ+ and people of color - are less likely to apply to jobs unless they meet every single qualification. Wisconsin Watch is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to still consider submitting an application. You may be just the right candidate for this role or another one of our openings!

**Location:** TheAssociate Director of Philanthropy should be located in Wisconsin, preferably in the greater Madison or greater Milwaukee areas.

**Salary and benefits:** The base salary for this position is $60,000. Final offer amounts will carefully consider multiple factors, including prior experience, expertise and location, and may vary from the amount above. Wisconsin Watch offers competitive salaries and benefits, including generous vacation (five weeks), a retirement fund contribution, paid sick days, paid family and caregiver leave, subsidized medical and dental premiums, vision coverage, and more.

**Deadline:** Applications will be accepted until the position is filled. For best consideration, apply by September 6, 2024.

**To apply:** Please submit a PDF of your resume and answer some brief questions in this application form. If you’d like to chat about the job before applying, contact Anna January, Director of Philanthropy: ajanuary@wisconsinwatch.org

Wisconsin Watch is dedicated to improving our newsroom by better reflecting the people we cover. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages. We especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ+ people, and people with disabilities. We are an equal-opportunity employer and prohibit discrimination and harassment of any kind. All employment decisions are made without regard to race, color, religion, sex, sexual orientation, national origin, age, or any other status protected under applicable law.

**Salary**

$60,000 - $70,000 per year

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