

MILWAUKEE PARKS FOUNDATION



Milwaukee Parks Foundation Partnerships and Program Manager Job Description

To apply please send your resume and a brief cover letter with subject line: “Partnerships and Program Manager Role” to info@mkeparksfoundation.org by Friday, August 22

Title: Partnerships and Program Manager

Employment Type: Full Time Exempt

Reports To: Associate Director

Revision Date: June 9, 2025

Salary: \$60,000

Milwaukee Parks Foundation Overview

Our Parks are in desperate need of support. Due to decades of underfunding, Milwaukee County Parks Department has less than 1/3 of the staffing it had back in the 1980s. With 15,300+ acres of land to manage, that means each Parks employee is responsible for managing 31 Lambeau Fields.

Milwaukee Parks Foundation (MPF) was founded in December 2019 to combat these fiscal challenges with an equity lens through 1) Promoting awareness, access and belonging, 2) Building community capacity and partnerships and 3) Fundraising and investing in equitable amenities and programs. MPF is dedicated to a safe and vibrant parks system that benefits all people.

MISSION: Engage our community in supporting Milwaukee County Parks to collectively steward a thriving park system.

VISION: Foster dynamic connections through our land and community, expanding what is possible in our neighborhoods, and engaging residents in supporting a safe and vibrant parks system that benefits all.

Job Summary

The Partnerships and Program Manager will support the Associate Director in advancing our mission to collectively steward a thriving park system. Working closely with the Associate Director, this role will implement all aspects of MPF's comprehensive partnership and programming plan. This includes strategic partnership and relationship management, program oversight, and event planning and

oversight. The Partnerships and Program Manager works to ensure resident voice is included in MPF decisions, and that MPF is participating in and supporting robust, equitable programming.

Essential Functions

Partnership Oversight and Relationship Management

- Work with the Associate Director to develop a comprehensive partnership plan that ensures resident voice is included in decision making with MPF.
- With the support of the Associate Director, ensure implementation of comprehensive partnership plan.
- Maintain strong relationships with Milwaukee County Parks employees at all levels.
- Alongside the Associate Director, establish appropriate metrics and goals for partnerships for MPF and report regularly on these metrics and goals.

Engagement Events

- Oversee planning and execution of community centric engagement events including but not limited to a Walk in the Park, Summer Sound Bath Series, Sprouts Fund and Sprouts partner events, as well as other outreach and tabling events.
- Attend partner events and meetings when possible, including but not limited to: Milwaukee County Parks meetings, Friends of park groups, neighborhood associations, and partner nonprofits.

Grantmaking

- Execute all components of MPF's community partner grantmaking opportunity such as the Sprouts Fund, including creating the application and rubric, recruiting readers and reviewers to score applications, marketing the opportunity, ensuring equitable access, selecting sprouts partners, and maintaining regular communication with sprouts partners.

Program and Event Oversight

- Plan and execute marquis partnership programming and events, including but not limited to: Go Green for Parks, the Sprouts Fund and Sprouts partner events, as well as other outreach and tabling events.
- Facilitate regular MPF event series such as a Walk in the Park and the Summer Sound Bath Series.
- Manage key MPF programming including but not limited to Aquatics Ambassadors MKE and Healthy Parks Healthy Neighbors Initiative(s).
- Use established criteria to determine which events MPF will support/sponsor financially.

Administrative Support

- Until additional support can be hired, all team members support completing administrative functions including but not limited to picking up mail, writing handwritten

thank yous, agendas and notes, scheduling, and responding to general organization emails.

Justice, Equity, Diversity & Inclusion

- All decisions made with a justice, equity, diversity and inclusion lens. Decisions include vendor decisions, partnership management and growth, storytelling, audience focus, branding, digital marketing strategies and more.

Preferred Education and Experience

Bachelor's degree from an accredited college or university in Communication, Journalism, Design, Sales/Marketing, Business, Public Relations, Nonprofit management or related field OR five (5) years of relevant experience in a related field.

Skills

- Excellent relationship management skills and very high emotional intelligence
- Ability to connect with individuals from different backgrounds
- Strong communication skills, both written and verbal
- Detail-oriented, organized individual
- Event planning experience
- Connection to and passion for Milwaukee Parks and Milwaukee residents
- Strong focus on equity, inclusion, and community engagement

Benefits

- Medical, dental and vision
- Simple IRA (3% match)
- Short term and long-term disability
- Flex time up to 4 hours daily
- Opportunity for 2 virtual workdays
- Competitive PTO package
- Laptop computer and cell phone provided as needed

Physical Demands and Work Environment

This role requires an individual to remain in a stationary position at least 50% of the time. The remainder of the time this individual will need to move around inside as well as outside in various weather conditions throughout our County Parks system. Constantly operating a computer, phone

and communicating with key partners will be critical for this role. Lastly, this role will occasionally need to move A/V equipment, supplies, and other items up to 40 pounds for various events and activities in our parks. Employee must be vaccinated against COVID-19.

Equal Employment Opportunity

Milwaukee Parks Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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