



## FORWARD TOGETHER WISCONSIN SEEKING DEPUTY EXECUTIVE DIRECTOR

### **Deputy Executive Director:**

This deputy executive director position focuses on fundraising, operations, and logistics. As deputy executive director, you will be responsible for leading and managing the fundraising and grant writing efforts of the organization, work closely with the Executive Director on operations and compliance work, and take a leading role in the data and tracking systems utilized by the organization. You will work closely with the Executive Director on developing and implementing a fundraising plan, project manage the grant application process with the assistance of other organizational staff, help lead the creation of new data and tracking systems in consultation with the Executive Director, take a leading role in strategic planning, and lead planning of event logistics.

The deputy executive director reports directly to the executive director. This position does not have any direct reports but does include project management responsibilities which involve leading teams of staff on individual projects..

### **Key Responsibilities:**

- Develop and implement a comprehensive fundraising strategy in consultation with the executive director
- Identify and cultivate relationships with individual funders, foundations, and philanthropic organizations.
- Project manage the grant writing and application process.
- Work with the executive director to schedule and prepare for meetings with funders.
- Help manage the workflow of operations and compliance systems for the organization in consultation with the executive director.
- Manage data and tracking systems to measure organizational success
- Monitor and evaluate the effectiveness of fundraising operation, track progress towards goals, and adapt strategies as needed to optimize outcomes and ensure accountability.



---

**Qualifications:**

- Minimum of 4 years of experience in fundraising, grant writing, or related fields, with a proven track record of successfully fundraising for organizations with an annual budget of \$1-\$2 million.
- Deep understanding of the fundraising landscape for non profit organizations.
- Experience managing and understanding how to build and maintain relationships with philanthropic organizations and foundations
- Strong leadership, communication, and interpersonal skills, with the ability to build consensus, motivate others, and navigate complex relationships and power dynamics.
- Demonstrated experience in project management, strategic planning, and organizational management, with the ability to prioritize tasks, meet deadlines, and drive results in a fast-paced environment.
- Excellent analytical skills, with the ability to assess opportunities and challenges, develop creative solutions, and make data-driven decisions.
- Flexibility to work evenings, weekends, and travel as needed.

**Benefits:**

- Competitive salary: \$120,000 annually
- Bi-monthly pay schedule for consistent income
- Comprehensive healthcare coverage for you and your dependents
- Generous Paid Time Off (PTO) to maintain work-life balance
- Dedicated sick leave to prioritize health and wellness

To apply please email [jobs@ForwardTogetherWI.org](mailto:jobs@ForwardTogetherWI.org) your resume. Subject line: Deputy Executive Director - Your Name



### **About Forward Together Wisconsin:**

Forward Together Wisconsin (FTW) works to ensure that public funds are invested equitably in communities fighting the climate crisis and to strengthen public institutions. We help Wisconsinites take advantage of the benefits of climate and infrastructure investments by ensuring that public investments in Wisconsin are effective, efficient, and equitable. We help make the sustainable attainable for Wisconsinites by directly connecting and providing assistance to communities to enroll in these programs. At the same time, we are committed to robust civic education and engagement so that Wisconsinites understand how clean energy policy affects their wallets and their health, and how to hold those in power accountable for their climate-focused decisions. We're particularly focused on reaching out to people who have been disproportionately harmed by the climate crisis, including communities of color, working class families and low-income families, Tribal communities, and rural communities.

Find out more about our organization and mission here: <https://forwardtogetherwi.org/>