



DEVELOPMENT ASSOCIATE JOB POSTING

Position:	Development Associate	Status:	Exempt
Department:	Development	Full/Part Time:	Full-Time
Reports To:	Director of Major and Planned Giving	Annual/Seasonal:	Annual
Start Date:	May 6, 2024	Compensation:	\$40,000-\$45,000
To Apply:	Click Here To Apply	Deadline to Apply:	April 5, 2024

ABOUT MILWAUKEE REP

[Milwaukee Rep](#) is the largest performing arts organization in Wisconsin in terms of audiences served and one of the largest professional theaters in the country. Each year we welcome nearly 300,000 people at 700 performances of 12 productions across 3 unique stages ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive, and impactful. Come join us at Milwaukee Rep where we value inclusion, innovation, and quality and where you will have an impact in helping us to fulfill our mission to ignite positive change in the community. It is important that our hiring practices reflect our ongoing commitment to diversity and anti-racism and we strongly encourage applications from members of underrepresented groups. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.

POSITION SUMMARY

Milwaukee Rep Development Department is seeking an organized and outgoing person to join the result-oriented team. The Development Associate will play an important role by providing administrative support to Milwaukee Rep's fundraising efforts. Working closely with the Major Gifts team, the Development Associate will contribute to our department-wide donor relations and stewardship efforts, including written and verbal communication with Milwaukee Rep supporters and execution of donor benefits. In addition, the Development Associate will support institutional donor cultivation and stewardship events, including our annual gala, the Curtain Call Ball, all while working to uphold the mission and core values of the theater with a raised consciousness towards ED&I efforts.

Major Duties and Responsibilities:

Annual Fund Donor Events and Special Events

- Assist in event logistics, including but not limited to: drafting copy for invitations, creating and managing invite lists, tracking event RSVPs and communicating with constituents in a timely, professional manner, coordinating needs with outside vendors, and assisting in executing the event plan.
- Attend and lead events as needed.
- Each spring, support the Associate Director of Development, Events & Stewardship, with planning of the annual gala. Duties may include those outlined above as well as: managing auction/raffle items, communicating with volunteers, proofing design materials, updating mobile bidding software, and preparing print materials (programs, signs, etc.).
- Attend gala (typically held day before Mother's Day) and serve as point person during portions of the event as needed.

Donor Stewardship and Prospecting.

- Manage the logistics and execution of select donor benefits, including VIP parking assignments and communication with benefit recipients.
- Oversee prospect research for both individual and institutional donors and donor prospects.
- Contribute to stewardship efforts with year-round "check-in" communications; both written and verbal, primarily by phone.
- Provide administrative assistance to the Development Department as needed.



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REQUIREMENTS OF THE POSITION

- Bachelor's Degree with major coursework in Arts Management, Communications, or related field; and one year of professional experience in event planning, donor relations, stewardship, or communications; **OR** any equivalent combination of education, training and experience.
- Knowledge of philanthropy and fundraising principles.
- Detail-oriented person with superior organization skills is essential. This role must be prepared to navigate multiple timelines at once while maintaining consistency in their work.
- Excellent interpersonal communication skills in order to respond effectively and diplomatically with a diverse audience of donors, volunteers, and various leaders.
- Experience in Tessitura, or similar customer relationship management (CRM) database preferred.
- Experience in iWave or similar wealth screening software preferred.
- Capacity to work evenings and weekends, as required.

Milwaukee Rep Values Employees Who:

- Communicate well with a diverse group of colleagues, and are able to accept and incorporate feedback
- Demonstrate an aptitude and eagerness to learn new skills and processes when necessary
- Solve problems and engage in creative thinking about challenges individually and in a group environment
- Have excellent interpersonal, teamwork, and diplomacy skills and ability to be self-directed and take initiative
- Demonstrates an understanding of historical and institutional racism in the American theatre and/or a willingness to commit to learning and to the mission, vision, and values of the theater in areas of Equity, Diversity, and Inclusion efforts both in the workplace and in our community.

BENEFITS OFFERED

Employee Benefits

Health & Dental Insurance – Employee contribution to premium

Health Savings Account & Health Reimbursement Account

Flexible Spending Account

403(b) Retirement Plan

Paid Time Off Package including Vacation Time, Sick Leave, Holidays, Parental Leave, Medical Leave

TO APPLY

Required Materials: Online Application, Resume, Cover Letter detailing why you are the best candidate for the position.

Deadline: **Priority will be given to candidates who apply by April 5, 2024.** Applications will be accepted on a rolling basis thereafter until the position is filled.

All applications must be submitted through the online portal. Any candidate who requires accommodations to submit an online application should contact Human Resources Manager, Liz Merwin at lmerwin@milwaukeeerep.com

[Submit Application Materials Online](#)

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status. Additionally, any physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.