



# JOB POSTING

## Associate Director of Development-Events & Stewardship

Position:	Associate Director of Development; Events & Stewardship	Status:	Salary, Exempt
Department:	Development	Full/Part Time:	Full-Time
Reports To:	Chief Development Officer	Annual/Seasonal:	Annual
Start Date:	<b>May 6, 2024</b>	Compensation:	<b>\$55,000-\$65,000</b>
Application:	<a href="#">CLICK HERE TO APPLY</a>	Deadline to Apply:	<b>Preferred consideration by April 5, 2024 or until filled</b>

### **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 Repertory Theater is seeking an experienced, outgoing, and organized Associate Director of Development, Events & Stewardship to plan and execute institutional donor cultivation and stewardship events, including Milwaukee Rep's Annual Gala. Working closely with the Chief Development Officer, the Associate Director of Development, Events & Stewardship will execute all aspects of event logistics, timetables, and pre and post event communication with sponsors and guests and will work strategically with a variety of internal department positions to coordinate function details. Additionally, this position will be responsible for the management of large volunteer event committees.

### **Major Duties and Responsibilities:**

- Support and organize all activities related to fundraising, stewardship, and cultivation events
- Strategize, plan events, and build Milwaukee Rep's relationships with its institutional and individual supporters.
- Organize and facilitate event committees
- Conduct post-event debrief, assure all donor information is updated in Development databases, conduct any follow-up required with stakeholders
- Work with the Chief Marketing Officer to create a cohesive marketing, promotion, and collateral design plan for all special events
- Act as representative for department when interfacing with vendors and guests
- Administer donor stewardship benefits including VIP parking
- Recruit and provide guidance, direction, and supervision for Special Events volunteers and staff
- Attend and oversee Opening Night celebrations and manage special event activity related to these

### **REQUIREMENTS OF THE POSITION**

- Bachelor's Degree with major coursework in English, Communication, Non-Profit, or related field and three years of professional experience in donor relations, stewardship, event planning, or communications; OR any equivalent combination of education, training and experience
- Ability to coordinate and plan large scale events
- Knowledge of philanthropy and fundraising principles
- Superior interpersonal and organization skills are essential



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- Excellent written and oral communication skills, in order to respond effectively and diplomatically with donors, volunteers, and various leaders.
- Ability to work evenings and weekends, as required on occasion
- Ability to pass a background check in accordance with state and/or Federal laws

### **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:** **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@milwaukeeep.com](mailto:lmerwin@milwaukeeep.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.*