



Position Available – Development Associate

SKYLIGHT MUSIC THEATRE

Founded in 1959, [Skylight Music Theatre](#) is Milwaukee's professional Equity music theatre company and the largest employer of Wisconsin actors in the state. We are Milwaukee's Home for Music Theatre--the only professional Milwaukee arts company devoted solely to music theatre. Skylight produces the full breadth of music theatre ranging from blockbuster Broadway musicals to reimagined operas, and from exciting world premieres to contemporary off-Broadway hits. Skylight's mainstage home is the [Cabot Theatre](#) in the Broadway Theatre Center, which was built by Skylight in Milwaukee's Historic Third Ward in 1992. Considered to be one of Milwaukee's most beautiful theatres, the Cabot Theatre is based on the design of an 18th-century French opera house. With just 350 seats it offers audiences great views of the performance and allows audiences to feel close to the action and emotion onstage. Skylight Music Theatre marks its 63rd season in 2022-2023. Skylight Music Theatre is a proud Cornerstone Member of the United Performing Arts Fund.

POSITION DESCRIPTION:

The Development Associate works under the direction of the Senior Director of Development and will be responsible for securing annual contributed revenue to meet budgeted goals by developing and executing a comprehensive plan for identifying, qualifying, cultivating, soliciting, and stewarding individual, foundation, government, corporate, and other funders in support of Skylight Music Theatre.

SUMMARY OF RESPONSIBILITIES:

- Draft Skylight Music Theatre's proposals and grant applications. Develop and manage Skylight's annual grant calendar to ensure timely submissions and reports.
- Manage a portfolio of prospects and donors with guidance from the Sr. Director, develop solicitation and stewardship strategies, and maintain a schedule of contacts with assigned donors and prospective donors.
- In collaboration with the Sr. Director, manage and execute development department events.
- Manage development department engagement with UPAF.
- Collaborate with Marketing staff to create customized communications and other written materials that prepare Skylight Music Theatre leadership for meetings with
- Collaborate across Skylight Music Theatre as needed to enhance philanthropic activity and success.

REPORTING RELATIONSHIPS:

The Development Associate reports to the Senior Director of Development and works closely with other members of the administrative staff when applicable.

QUALIFICATIONS:

The ideal candidate will have at least two years of demonstrated success in a development setting with experience in the donor moves management process.

- Bachelor's degree In Arts Management, Marketing, Communications or related field required. Unrelated degree with equivalent experience in a development setting will be considered.

- 2-4 years of experience writing proposals, substantial event coordination experience, a track record of success, and the ability to manage calendars and budgets.
- Strong relationship-building skills to successfully steward and cultivate donors.
- Excellent written and verbal skills with a keen eye for detail.
- A thoughtful and detail-oriented philanthropic nature.
- Experience working in a nonprofit or nonprofit arts setting is preferred, as is a working knowledge of southeastern Wisconsin's donor community.
- Previous experience with CRM systems required. Experience with Tessitura a plus.

Salary: Competitive, commensurate with experience

Starting date: As soon as possible

Interested individuals should send a cover letter and resume to:

Debbie Prater Mitchelson
Senior Director of Development
DebbieM@skylightmusictheatre.org