



Position Available Director of Development

SKYLIGHT MUSIC THEATRE

Founded in 1959, Skylight 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 64th season in 2023-2024. Skylight Music Theatre is a proud Cornerstone Member of the United Performing Arts Fund.

POSITION DESCRIPTION:

Working closely with the Executive Director, the Director of Development will take a creative and collaborative approach to cultivating and obtaining the contributed financial resources necessary to support the mission of Skylight Music Theatre. They are responsible for building a sustainable donor and prospect pipeline to promote increased donor engagement with Skylight's mission. In collaboration with the other members of the senior leadership team, the Director of Development also fills a key strategic role within the organization by helping to define and articulate the strategic priorities of the organization. A commitment to the highest levels of professionalism in development is required. Adherence to the fundraising code of ethics and donor bill of rights along with thorough understanding of fundraising principles are essential. This position's hours are standard weekday business hours and require occasional early morning, evening, or weekend hours. While work is primarily conducted in person, a hybrid work schedule is negotiable.

SUMMARY OF RESPONSIBILITIES:

The Director of Development will successfully:

1. Plan, manage and implement the various fund raising programs of Skylight Music Theatre, including annual campaigns, major gift solicitation, special events, planned giving programs, participation in UPAF campaigns, as well as raising capital funds for needed improvements in the infrastructure of special funds, endowment and capital fund raising activities.
2. Develop and execute a departmental operational plan and budget while supporting Skylight's overall Strategic Plan.
3. Develop and nurture relationships with donors, volunteers, and prospects; create and plan a multi-faceted stewardship program.
4. Cultivate and guide volunteer leadership; attend and support the activities of the Board of Directors and Board of Advocates.
5. Participate in strategic planning and daily strategic decisions of the senior leadership team;
6. Build and maintain relationships with others in the field to augment awareness of philanthropic issues and trends;
7. Work closely with the marketing department to ensure consistency of collateral, promotion of events, and meeting deadlines. Assist with other projects as assigned by the Executive Director.

REPORTING RELATIONSHIPS:

The Director of Development reports to the Executive Director and works closely with other members of the senior leadership team and the Board of Directors. Supervises the Development Associate.

QUALIFICATIONS:

This candidate will have experience in the non-profit sector and a clear understanding of fund development. This individual will have excellent communication, creativity, and collaboration skills to work with Board and Staff. A self-motivated individual with a desire for creating relations and a passion for theatre arts is preferable.

- Capacity to lead Development Department with a clear vision
- Minimum of 4 years relevant experience in sales, fundraising, management
- Proven track record of achieving fundraising goals, and securing major gifts
- Accurate and precise with high attention to detail
- Excellent interpersonal, oral, and written communication skills
- Ability and willingness to collaborate with community members, staff, and stakeholders
- Advanced proficiency in Microsoft Office Suite Candidates should have excellent people skills, a sense of humor, energy, and drive.
- Excellent strategic thinking and planning skills are required.
- Staff, board, donor and volunteer cultivation and management are required.
- Familiarity with Tessitura a plus
- Familiarity with the performing arts and performing arts management a plus

Salary: Competitive, commensurate with experience

Starting date: As soon as possible

Interested individuals should send, via email, a cover letter with resume to:

Susan Varela
Executive Director
Skylight Music Theatre
Susanv@skylightmusictheatre.org