



Position Available

## **Major Gifts Officer / Campaign Manager**

SKYLIGHT MUSIC THEATRE

Skylight Music Theatre is one of the Midwest's premier professional music theatres, dedicated to producing meaningful, high-quality musical theatre that inspires, entertains, and educates. Known for its inventive productions, intimate performances, and community engagement, Skylight is in an exciting chapter of growth and transformation—reimagining what this exciting cornerstone of the Milwaukee arts sector can be for today's audiences and future generations.

### **POSITION DESCRIPTION**

Skylight Music Theatre is seeking a dynamic and strategic Major Gifts Officer / Campaign Manager to lead and expand the organization's individual giving efforts and oversee a multi-year capital/endowment campaign. This role is a critical member of the senior leadership team and will work closely with the Executive Director and Board of Directors to cultivate and steward major donors, manage prospect pipelines, and help ensure the future of Skylight Music Theatre for generations to come.

### **SUMMARY OF RESPONSIBILITIES:**

#### **Major Gifts Fundraising**

- Identify, cultivate, solicit, and steward a portfolio of individual donors and prospects capable of making major gifts (\$5,000+)
- Develop personalized cultivation and solicitation strategies to deepen relationships and increase giving
- Work closely with the Executive Director and Board to support key donor meetings, events, and proposals

#### **Campaign Management**

- Lead the implementation of a comprehensive capital/endowment campaign, including tracking progress, coordinating campaign materials, and ensuring timely follow-up
- Support the Executive Director and leadership team with data, strategy, and communication materials
- Maintain accurate and up-to-date records on donor activity and campaign progress

#### **Events & Stewardship**

- Plan and execute targeted cultivation and stewardship events for major donors and prospects
- Oversee acknowledgments, impact reports, and recognition programs

#### **Collaboration & Strategy**

- Partner with the Marketing and Communication team to align messaging and fundraising goals
- Provide regular progress reports to leadership and Board Development Committee
- Contribute to overall fundraising strategy, including annual fund and planned giving initiatives

**WORK SCHEDULE AND REPORTING:**

- Reports to Executive Director, Susan Varela
- Full-Time, Exempt
- Flexible/Hybrid Schedule Available

**QUALIFICATIONS:**

- While experience in development and major gifts is preferred, we welcome candidates with comparable skills and relevant backgrounds
- Demonstrated success in cultivating and securing gifts of \$5,000 and above
- Exceptional interpersonal, communication, and relationship-building skills
- Ability to manage multiple priorities, meet deadlines, and work both independently and collaboratively
- Knowledge of donor databases (e.g., Tessitura) preferred
- Passion for the arts and commitment to Skylight's mission and values

**BENEFITS**

- Salary: Competitive, commensurate with experience.
- Health, Dental, and Vision Insurance
- Life and Disability Insurance
- 403(b) plan
- Flexible/Hybrid Schedule
- Complementary tickets to Skylight productions

**Starting date: As soon as possible.**

**Interested individuals should submit via an email a cover letter with resume to:**

Susan Varela  
Executive Director  
[SusanV@skylightmusictheatre.org](mailto:SusanV@skylightmusictheatre.org)

Skylight Music Theatre is an equal opportunity employer.