JOB POSTING
Development Administrator

Position:	**Development Administrator**	Status:	Non-Exempt
Department:	Development	Full/Part Time:	Full-Time
Reports To:	Director of Annual Giving	Annual/Seasonal:	Annual
Start Date:	As soon as possible	Salary:	$45,000
To Apply:	Click Here to Apply	**Deadline to Apply:**	Open Until Filled

ABOUT MILWAUKEE REP

Milwaukee Rep is Wisconsin's largest performing arts organization in terms of audiences served and one of the largest professional theaters in the country. Each year, nearly 300,000 people experience a wide range of productions and events, from Broadway musicals and Shakespeare to American classics and World Premieres. At Milwaukee Rep, we value inclusion, innovation, collaboration, and quality. Our team plays an important role in advancing our mission to ignite positive change in our community through the transformative power of theater. We are committed to building a diverse and inclusive workplace and encouraging candidates from a variety of backgrounds and experiences to apply. While few candidates will meet every qualification listed, we encourage individuals who are excited about the opportunity and believe they can contribute to our success to apply.

POSITION SUMMARY:

The Development Administrator works to support all activities of the Development Department at Milwaukee Repertory Theater and will play an integral role in the day-to-day development operations of an active LORT regional theater. Reporting to the Director of Annual Giving, this full-time position provides administrative and operational support across the Development Department, including support for the Chief Development & Strategy Officer, Annual Giving, Institutional Giving, donor communications, and special events.

The Development Administrator will be a highly organized, collaborative, and detail-oriented member of the Development team who helps ensure the department operates efficiently and provides excellent service to Milwaukee Rep's donors, and institutional partners.

Major Duties and Responsibilities:

Support the Chief Development & Strategy Officer

- Assist with scheduling and calendar coordination, including arranging internal and external meetings and appointments.
- Assist with donor and constituent communications, including drafting, formatting, distributing, and tracking correspondence as needed.
- Prepare meeting materials, agendas, reports, and other documents.
- Assist with donor-related research, communications, and administrative projects.
- Maintain confidentiality and exercise discretion when handling sensitive donor and organizational information.

Support the Director of Annual Giving

- Assist with annual giving mailings, including preparing materials and coordinating production and distribution.
- Assist with donor and prospect list pulls, segmentation, and distribution for annual giving solicitations and communications.
- Assist with tracking annual giving campaigns, solicitations, and related communications.
- Assist with stewardship and donor acknowledgement activities as needed.
- Provide administrative assistance for institutional giving activities, including foundations, corporations, and other institutional partners.
- Assist with compiling information and materials for grant applications, reports, and donor/institutional communications.

General Development Department Support

- Support Milwaukee Rep's Gala Auction Committee coordinating meeting schedules, communications, materials, and follow-up for committee meetings.
- Assist with tracking auction items, donor information, solicitations, and related documentation including communication with auction donors, committee members, and internal staff.
- Assist with events as needed, including registration, guest communications, and other event needs.
- Provide on-site support for select Development events, including evenings and weekends as needed.

- Provide general administrative support to members of the Development Department as needed.
- Serve as a welcoming and professional point of contact for donors, board members, and other Development constituents.
- Assist with other projects and duties as assigned.

QUALIFICATIONS AND CORE COMPETENCIES

- Excellent writing, editing, and proofreading skills, with the ability to communicate clearly, professionally, and appropriately with donors, institutional partners, and colleagues.
- Ability to communicate effectively with a wide variety of people, including donors, board members, colleagues, and community partners.
- Strong organizational skills and exceptional attention to detail.
- Experience with or ability to learn donor databases/CRM systems; Tessitura experience preferred.
- Ability to manage multiple projects, prioritize competing deadlines, and follow through on assignments.
- Availability to work a schedule that includes occasional evenings and/or weekends during development events.
- Knowledge of Microsoft Office Suite (Outlook, Excel, Word). Knowledge of Tessitura software is a plus.
- Ability to process and handle confidential donor and organizational information with complete discretion.
- Ability to work independently while also collaborating effectively as part of a team.

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, and contact information for 2 professional references.

Deadline to apply: Applications will be accepted on a rolling basis until the position is filled. To maintain an equitable process, everyone *must* apply online. Any candidate who requires accommodations to submit an online application should contact careers@milwaukeerep.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.