



JOB POSTING

Major Gifts Officer

Position:	Major Gifts Officer	Status:	Exempt
Department:	Development	Full/Part Time:	Full-Time
Reports To:	Director of Major and Planned Giving	Annual/Seasonal:	Annual
Start Date:	August, 2026	Salary:	\$65,000 - \$70,000
To Apply:	Click Here to Apply	Deadline to Apply:	July 31, 2026

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 our community. It is important that our hiring practices reflect our ongoing commitment to diversity and inclusion 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

The Major Gift Officer is part of the Major and Planned Giving team responsible for the strategic development and implementation of Milwaukee Rep's fundraising priorities. In partnership with the Director of Major and Planned Giving and the Senior Major Gift Officer, the Major Gift Officer will support research and development of a major gift pipeline, coordinate donor cultivation strategies, and assist with gift solicitations. The Major Gift Officer reports to the Director of Major and Planned Giving.

Major Duties And Responsibilities Include:

- Manage a portfolio of 100–150 major gift donors and prospects, developing strategies to cultivate, solicit, and steward philanthropic support.
- Spend 50–75% of time in direct donor engagement, including cultivation, solicitation, stewardship, and relationship management.
- Plan and help lead donor cultivation trips, including coordinating itineraries, logistics, and stewardship activities in partnership with the Major and Planned Giving team.
- Support the planned giving program by cultivating, soliciting, and stewarding planned giving donors and prospects.
- Identify, qualify, and develop new major gift prospects through wealth screening, donor analysis, and collaboration with the Development team to support annual fundraising goals and campaign initiatives.
- Maintain accurate and timely donor records in Tessitura, including contact reports, plans, moves management, and campaign activity. Prepare reports and analyze giving trends to identify opportunities for donor growth and increased engagement.
- Develop proficiency in wealth screening tools and leverage Tessitura and other resources to track donor activity, monitor solicitation progress, and inform fundraising strategies.
- Represent Milwaukee Rep as a visible ambassador at donor, community, and civic events, building relationships with supporters, community partners, and key stakeholders. Plan, coordinate, and support select donor cultivation and stewardship events, including recurring donor-benefit programs such as the St. John's on the Lake concert series.
- Contribute as a collaborative member of the Development team, including support for fundraising events, volunteer engagement, and occasional evening and weekend activities.
- Perform other duties as assigned.

REQUIREMENTS OF THE POSITION

- Five (5) years of professional experience with some combination of gift solicitation, sales, or other professional relationship-building roles.
- Knowledge of philanthropy and fundraising principles.
- Ability to establish rapport with donors and trustees, and an interest in cultivating relationships within diverse communities.

- Strong interpersonal and organizational skills.
- Excellent written and oral communication skills, to respond effectively and diplomatically with donors, volunteers, and industry leaders.
- Capacity to manage and organize confidential information and to exercise discretion and sound judgment.
- Knowledge of fundraising systems and experience in prospect identification preferred.
- Working knowledge of donor tracking software; knowledge of Tessitura preferred.

Additional Requirements

- A willingness to commit to the mission, vision, and values of the theater.
- A valid U.S. Driver's License and access to a personal vehicle is necessary.
- Must be able to work some evenings and weekends, on occasion.
- Ability to travel occasionally for donor cultivation trips.
- Ability to pass a background check in accordance with state and/or federal laws.

Physical Demands

- Move equipment weighing up to 25 pounds.
- Must be able to sit or remain in a stationary position 50% of the time.
- Ability to regularly ascend/descend stairs, on occasion.

Milwaukee Rep Values Employees Who

- Communicate well with a diverse group of colleagues.
- 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.
- Able accept and incorporate feedback.
- Have excellent interpersonal, teamwork, and diplomacy skills and the ability to be self-directed and take initiative.
- Demonstrate 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, and contact information for 2 professional references. 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@milwaukeeerep.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.