

## DEVELOPMENT COORDINATOR

### Position Summary

The Development Coordinator supports Milwaukee Ballet's efforts to deliver on its mission to provide outstanding artistic performances, dance education and community programming. They provide direct support to the Development team, which is an integral part of the Advancement Department, generating approximately \$3M in contributed income annually.

The successful candidate will be confident, personable, highly organized, and a passionate advocate for the arts.

This is a **full-time, exempt position** with benefits.

### Responsibilities

#### Cultivation

- Assist with coordination and execution of Annual Fund campaign.
- Establish and track metrics to determine programmatic impact, which will help identify and enhance development and funding opportunities.
- Assist with donor research to identify prospects for new or increased support.
- Monitor cultural trends and peer organizations locally and nationally to identify new opportunities for strategic fundraising. Provide support relative to government and foundation grants, ensuring opportunities are maximized and that Milwaukee Ballet is efficiently and competitively presented.

#### Stewardship

- Develop and uphold the highest levels of patron engagement and customer service to all constituents, ensuring a best-in-class patron and donor experience.
- Diligently track donor engagement and proactively share insights and opportunities with colleagues, while respecting confidentiality.
- Assist with execution of special events and other fundraising opportunities.
- Serve as Milwaukee Ballet representative and assist during performances, events, outreach programs.

#### Administrative Support

- Provide support to the Development Department on special projects and initiatives.
- Record and process contributions and ensure all gifts are promptly and accurately entered, receipted, and acknowledged.
- Maintain and assist with execution of pledge and gift agreements by generating corresponding invoices and tax documents.
- Provide support by creating and updating donor records.
- Assist with generating reports and mailing lists.
- Provide support on projects and initiatives as assigned.

## Background & Qualifications

- Bachelor's Degree and/or direct relevant experience in non-profit or development.
- Ability to work in a fast-paced, team-centric environment, exhibiting accuracy, strong organizational skills, and ability to multi-task effectively.
- Preferred experience utilizing fundraising, CRM, events, or project management software for strategic management of constituents; familiarity with Tessitura is ideal but not required.
- Proficient in Microsoft suite.

## Required Values & Qualities

- **Innovative:** Regards challenges in new ways and works to develop creative solutions.
- **Reliable & Accountable:** Can be counted on to follow through and take ownership of projects and responsibilities.
- **Positive Attitude:** Works well with others and responds with positivity to support colleagues.
- **Excellent Communication:** Communicates effectively with colleagues, board, and patrons by phone, in person, and in writing.
- **Flexibility:** Available to work evenings and weekends, especially during performances, meetings, or events.

## About Milwaukee Ballet

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the artistic leadership of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of the few companies in the nation with its own orchestra. Milwaukee Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 38,000 people in Southeastern Wisconsin through original, interactive programs.

Milwaukee Ballet is committed to creating an inclusive and 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, national origin, genetics, disability, age, or veteran status.

## How to Apply

- Submit a cover letter and resume with three references (including two professionals who will not be contacted without approval of the candidate) via our Application Portal.
- Successful applicants will be subject to a background check.

Date Posted: June 2025