



DEVELOPMENT DIRECTOR

ABOUT MILWAUKEE CHAMBER THEATRE

Founded in 1975 by Montgomery Davis and Ruth Schudson, guided until 2020 by Michael Wright and Kirsten Finn, and now led by Brent Hazelton and Megwyn Sanders-Andrews, Ph.D., Milwaukee Chamber Theatre (MCT) partners with other arts organizations, community-based organizations, and universities to produce thought-provoking productions and innovative outreach programs on an intimate, human scale.

As part of its five-decade commitment to strengthening Milwaukee and Wisconsin's local artist community, MCT provides regular employment and a stable, dynamic, and inclusive artistic home to professional artists through a five-play subscription series, the Young Playwrights Festival (YPF), and the Montgomery Davis Play Development Series (MDPDS). Through the shared experience of live theater, MCT sparks multicultural and multigenerational conversations about how Milwaukee can be its best self for all who call it home.

MCT performs throughout Milwaukee from its home base at the Broadway Theatre Center in the Historic Third Ward, and proudly celebrates its 50th Anniversary season in 2024/2025.

ABOUT THE POSITION

The Development Director's essential responsibility is to conceive, implement, and report on all aspects of Milwaukee Chamber Theatre's Annual Fund Development plan comprising Individual Giving (including Planned Giving), Corporate Giving, Grant and Foundation Giving, and Fundraising Events. The Development Director is responsible for meeting or exceeding all contributed income goals while advancing MCT's mission.

In the near-term, as MCT builds its contributed income capacity and revenue, the Development Director will focus primarily on Individual Giving, MCT's relationship with the United Performing Arts Fund, and creating and executing Fundraising Events, with other areas of responsibility added over time.

The full position scope includes but is not limited to:

- soliciting and acquiring institutional partners and mission investors including but not limited to Trustees, Major Donors, Production Sponsors, Foundations, Corporations, Government agencies, the United Performing Arts Fund, and Individuals;
- creating and executing fundraising and donor appreciation appeals and events;
- proactive, ongoing stewarding of relationships even when not in a direct solicitation phase;
- collaborating with the Marketing Manager to create cohesive institutional messaging;
- serving as staff lead to MCT's Development Committee of Trustees and community volunteers;
- staff liaison to UPAF and coordinating staff and Trustee participation in annual UPAF campaign and staff liaison to MCT's Friends volunteer support group.

GENERAL EXPECTATIONS

All MCT staff, collaborators, and stakeholders create a positive work environment and institutional culture by:

- reflecting and advancing MCT's mission and values in all interactions and practices;
- actively participating in MCT's day-to-day operation with the intention of improving

- practice, collaboration, and mission fulfillment;
- modeling welcoming and inclusive behavior and collaborating with kindness, honesty, and diligence;
- contributing to and promoting a physically, mentally, and emotionally safe working environment;
- holding MCT as a professional first priority in time, attention, and advocacy among Milwaukee's non-profit professional theaters;
- communicating and tracking communications proactively, whether verbally or in writing;
- and approaching problem solving proactively, collaboratively, and with flexibility.

ABOUT THE IDEAL CANDIDATE

The ideal candidate must:

- thrive on building relationships with individuals from a variety of demographics, personalities, life experiences, and worldviews throughout greater Milwaukee and Southeastern Wisconsin;
- have fundraising experience in a mission-driven non-profit with a proven track record of meeting or exceeding organizational contributed revenue objectives;
- manage multiple ongoing tasks independently and efficiently and gracefully navigate frequently shifting priorities in a fluid environment;
- write and speak passionately and persuasively about MCT and its mission, translate mission concepts into programmatic outcomes, and actively embody and express mission in the community;
- and hold a strong positive belief in the role of theater in building community across divides.

The ideal candidate will view the need to quickly build department practice as an exciting component of the opportunity to make a deep, significant, and immediate impact on the life cycle of a well-loved local arts non-profit. They will also possess strong event planning, organizational, time management, and written/verbal communications skills, and exhibit creativity, enthusiasm, and appreciation for live theater. A reliable means of transportation and the ability to lift and carry objects up to 30 pounds with or without reasonable accommodation is required.

QUALIFICATIONS

MCT seeks candidates with three to five years of demonstrated success in a fundraising/resource acquisition/stewardship and/or community building role. Bachelor's Degree or equivalent professional experience required. Computer literacy is essential, and fluency with Microsoft Word and Excel are required. Use of the Tessitura database is required; incoming experience in Tessitura or other fundraising database tools is an asset but not required as training is available. Knowledge of Southeastern Wisconsin's non-profit funding community is an asset but not required.

COMPENSATION, BENEFITS, AND WORKFLOW EXPECTATIONS

The position is currently open and the start date is immediate.

The position is full-time, annual, and exempt from overtime. Salary commensurate with experience between \$55,000 and \$75,000 per year. Benefits include: health, dental, and vision insurance; annual PTO; and retirement plan participation.

The position is supervised by MCT's Managing Director, a co-equal institutional leader alongside the Artistic Director, is supported by a part-time Grants Manager, and works closely with the Artistic Director. The Development Director collaborates with MCT staff, guest artists, Trustees, volunteers, patrons, individual donors, and corporate and foundation liaisons, among many others.

Remote or work-from-home opportunities exist but most work is site-based. Some evening and weekend availability, including occasional attendance at performances as well as fundraising events, is required.

TO APPLY

Milwaukee Chamber Theatre is an equal opportunity and employer and encourages submissions from candidates from a wide variety of backgrounds and lived experiences.

Send cover letter and resume to Artistic Director Brent Hazelton at brent@milwaukeechambertheatre.org and Managing Director Megwyn Sanders-Andrews PhD at megwyn@milwaukeechambertheatre.org.