JOB POSTING
Donor Relations Officer

Position:	**Donor Relations Officer**	FLSA Status:	Exempt
Department:	Development	Full/Part Time:	Full-Time
Reports To:	Chief Development Officer	Annual/Seasonal:	Annual
Start Date:	February 6th, 2023	Compensation:	$55,000 - $60,000
To Apply:	Click Here To Apply	**Deadline to Apply:**	January 27, 2023* *Applications accepted on a rolling basis thereafter*

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 to 15 productions across 3 unique stages ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive, and impactful. Every season requires a talented and diverse team of people on and off stage. 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 in the community. It is important that our hiring practices reflect our ongoing commitment to diversity and anti-racism 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 Donor Relations Officer (DRO) is part of a team responsible for the strategic development and implementation of a Major and Planned Giving Program and achieving the goals of the Powering Milwaukee Capital Campaign. In partnership with other Development team members, the DRO will be responsible for research and development of a major gift pipeline focused on the capital and annual fund campaigns. Working with the Major Gifts team, the DRO will contribute to donor cultivation and gift solicitation strategies. The DRO will report to the Chief Development Officer.

Other major duties and responsibilities include:

- Manage Milwaukee Rep's On-site Donor Engagement program including all aspects of the theater's Donor Lounge and donor communications at performances
- Serve as the primary host in the donor lounge during performances in the Powerhouse Theater from September through May (During this period, the typical work week is Tuesday- Saturday 12:30pm-8:30pm)
- Secure gifts by developing and managing a portfolio of 75-100 new campaign donors and prospects
- Spend 50-75% of time cultivating, asking, and stewarding major donors
- Develop major gift prospects by identifying existing donors and patrons to funnel new major gift prospects for Milwaukee Rep annually and for the Capital Campaign specifically
- Support a planned giving program that solicits planned gifts and stewards such donors on an ongoing basis
- Train in wealth screening and implementation; work with Development team members to maximize use of Tessitura's ability to track and monitor solicitations and stewardship
- Attend and work the majority of development events; assist in set up/clean up as needed. This includes evenings and weekends
- Assist with Capital Campaign and Annual Fund tracking and reporting
- Other duties may be assigned

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REQUIREMENTS OF THE POSITION:

- Three (3) years of professional experience with some combination of annual fundraising, planned giving and solicitation of major gifts, sales, or other professional relationship-building roles
- Knowledge of fundraising systems and experience in prospect identification *preferred*
- Working knowledge of donor tracking software, knowledge of Tessitura *preferred*
- Knowledge of philanthropy and fundraising principles
- Ability to establish rapport with high level donors and trustees as well as an interest/ability to cultivate relationships within diverse communities
- Superior interpersonal and organization skills are essential
- Excellent written and oral communication skills, in order to respond effectively and diplomatically with donors, volunteers, and industry leaders.
- Capacity to manage and organize confidential information and to exercise discretion and sound judgement

Additional Requirements:

- A willingness to commit to the mission, vision, and values of the theater
- A valid U.S Drivers License and access to a personal vehicle is necessary
- Must be able to work some evenings and weekends, on occasion
- Physical requirements include: This position semi-frequently lifts, carries, or otherwise moves and positions objects weighing up to 25 pounds unassisted.
- Ability to pass a background check in accordance with state and/or federal laws

COVID Policy:

- Milwaukee Rep has a mandated vaccine policy and requires all employees to submit proof of vaccination. If you have chosen not to become vaccinated for medical or religious reasons and you are requesting to be excluded from the vaccination requirement for such reasons, you must submit documentation supporting your request, after which Milwaukee Rep will review the circumstances and let you know whether it will offer some accommodation to you.

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
- Are able to accept and incorporate feedback
- Have excellent interpersonal, teamwork, and diplomacy skills and ability to be self-directed and take initiative
- Demonstrates 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 – Employer Contribution to premium
Health Savings Account & Health Reimbursement Account
Flexible Spending Account
403(b) Retirement Plan

Paid Time Off Package including Vacation, Personal, Sick Leave, Holidays, Parental Leave, Medical Leave

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TO APPLY

Required Materials: Online Application**,** Resume**, &** Cover Letter detailing why you are the best candidate for the position. Also please include three professional references.

Deadline: January 27th, 2023. Applications will be accepted on a rolling basis thereafter until the position is filled. All applications must be submitted through the online portal. Any candidate who requires accommodations to submit an online application should contact lmerwin@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.

Additionally, any physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.