



## **Position Available Director of Development**

### **SKYLIGHT MUSIC THEATRE**

Skylight Music Theatre produces the full spectrum of music theatre – from blockbuster Broadway musicals to reimagined operas, from delightful operettas to contemporary Off-Broadway hits. Skylight’s strength lies in the magical combination of music and song to tell a story in a way that words or music alone can’t reach. Founded in 1959, Skylight is Milwaukee’s professional music theatre company and the largest employer of Wisconsin theatrical artists in the State. Skylight’s mainstage home is the 350-seat Cabot Theatre at the Broadway Theatre Center in Milwaukee’s Historic Third Ward. Based on the design of an 18th century French opera house, and one of Milwaukee’s most beautiful theatres, the Cabot Theatre provides audiences with great views of the action on stage.

### **POSITION DESCRIPTION:**

Working closely with the Executive Director, the Director of Development will take a creative and collaborative approach to cultivating and obtaining the contributed financial resources necessary to support the mission of Skylight Music Theatre. He/She is responsible for building a sustainable donor and prospect pipeline to promote increased donor engagement with Skylight’s mission. In collaboration with the other members of the senior leadership team, the Director of Development also fills a key strategic role within the organization by helping to define and articulate the strategic priorities of the organization. A commitment to the highest levels of professionalism in the field of development is required. Adherence to the fundraising code of ethics and donor bill of rights along with thorough understanding of fundraising principles is essential.

### **SUMMARY OF RESPONSIBILITIES:**

The Director of Development will successfully:

1. Plan, manage and implement the various fundraising programs of Skylight Music Theatre, including annual campaigns, sponsorships, major gift solicitation, special events, planned giving programs, participation in UPAF campaigns, as well as raising capital funds for needed improvements in the infrastructure of Skylight and the Broadway Theatre Center, endowment and capital fund raising activities.
2. Develop and execute a departmental operational plan and budget while supporting Skylight’s overall Strategic Plan.
3. Develop and nurture relationships with donors, volunteers, and prospects; create and plan a multi-faceted stewardship program.
4. Cultivate and guide volunteer leadership; attend and support the activities of the Board of Directors.
5. Participate in strategic planning and daily strategic decisions of the senior leadership team;
6. Build and maintain relationships with others in the field to augment awareness of philanthropic issues and trends;
7. Work closely with the marketing department to collaborate on key initiatives, ensure consistency of collateral, and promotion of events. Assist with other projects as assigned by the Executive Director.

### **REPORTING RELATIONSHIPS:**

The Director of Development reports to the Executive Director, and works closely with other members of the senior leadership team and the Board of Directors. Supervises contracted Grant Writer and joint supervision of the Executive Assistant/Development Associate.

## **QUALIFICATIONS:**

Candidates should have excellent people skills, a sense of humor, energy and drive.

- A Bachelor's degree is required.
- Six or more years of development experience is preferred.
- Major gifts, endowment and/or capital campaign experience is preferred.
- Superior strategic thinking and planning skills are required.
- Staff, board, donor and volunteer cultivation and management are required.
- Strong written communication skills and clear, concise writing style.
- Adherence to the fundraising code of ethics and donor bill of rights along with thorough understanding of fundraising principles are essential.
- High computer literacy is required, and Tessitura experience is appreciated.
- Ability to prioritize and excel at many different tasks in a fast-paced environment is necessary.
- Ability to collaborate effectively and respect the ideas of others is essential.
- Familiarity with the performing arts and performing arts management a plus.

**Salary:** Competitive, commensurate with experience

**Starting date:** As soon as possible

Interested individuals should send, via email, a cover letter with resume to:

Jack R. Lemmon  
Executive Director  
Skylight Music Theatre  
[jackl@skylightmusictheatre.org](mailto:jackl@skylightmusictheatre.org)