Milwaukee Ballet’s mission is to transform lives and connect communities through inspiring performance, community engagement, education and training.

DEVELOPMENT & GRANTS MANAGER

Position Summary

The Development & Grants Manager supports Milwaukee Ballet by providing strategic leadership of development initiatives that enable the organization to deliver on its mission to provide outstanding artistic performances, dance education and community programming. As a key member of the Marketing & Development Department, the Development & Grants Manager will lead the research and identification of potential funding sources from individuals, foundations and corporations, and manage all grant efforts.

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

Responsibilities

Development

- Assist in developing and managing donor growth and retention strategies.
- Establish and track metrics for analyzing goals and programmatic impact, to identify and enhance development and funding opportunities.
- Provide support to team as it relates to establishing fundraising and development efforts, stewardship and cultivation strategies, and relationships with foundations and partners.
- Assist with Annual Fund and Capital Campaign strategies and efforts.
- Serve as Milwaukee Ballet liaison to the United Performing Arts Fund (UPAF) as main point of contact:
  - Manage, track and help fulfill support requests and activities;
  - Facilitate Milwaukee Ballet’s UPAF workplace giving campaign;
  - Manage UPAF funding, including reporting and reconciliation with Finance Department, tracking of designated funds, recording designations and Board allocations.
- Develop planned giving program and revitalize “Encore Society,” leading strategy and stewardship of legacy gifts:
  - Create and coordinate communication, opportunities and recognition for Encore Society members;
  - Provide advice and thought leadership to Artistic Director and Managing Director on how to increase legacy gifts as part of Milwaukee Ballet’s operating reserve.
- Assist with departmental budgeting process and financials; liaise with Finance team.
- Serve as departmental representative and assist during performances, events, outreach programs.
- Serve on Marketing + Development Committee which reports to Board of Directors; assist with agendas, reports and communication with committee members.
- Provide support to Director on projects and initiatives as assigned.

Grants/Foundations

- Directly responsible for managing contributed revenue opportunities via grant and foundation funding.
- Prepare, complete, review and submit all grant applications for Milwaukee Ballet.
- Maintain an accurate yearly grant calendar; manage all impending deadlines and work with other departments to compile application data and information.
- Prepare grant budget and manage subsequent financial monitoring and reporting.
- Record institutional grant gifts and coordinate with Finance and program managers.
• Manage the stewardship and recognition of institutional donors, building relationships and maintaining communication.
• Research, identify, and approach new grant and foundation prospects with assistance from leadership team and Board of Directors.

**Background & Qualifications**

• Bachelor’s degree or 5 years direct relevant experience in grant writing, foundation/grant research, development, and/or fundraising.
• Exceptional writing and editing skills, with ability to adjust tone, voice, and style to best meet the needs of individual projects and applications.
• Project management skills with experience working in a fast-paced, multi-faceted environment.
• Strong communication skills and ability to build interpersonal relationships.
• Excellent organizational skills; methodical and strategic thinking.
• Proficient in Microsoft Office Suite, with experience utilizing CRM and database management.
• Knowledge of budgeting and accounting practices.

**Required Values & Qualities**

• **Excellent Communication:** Can articulate Milwaukee Ballet’s mission with confidence and passion.
• **Innovative:** Regards challenges with enthusiasm and generates creative, proactive solutions
• **Professional & Confident:** Able to represent Milwaukee Ballet Company in the community and with media, patrons, donors, school families and fans.
• **Reliable and Positive:** Is a team player and responds with positivity to support colleagues.
• **Flexible:** Comfortable working some evenings and weekends, especially during performances.
• **Strong Interpersonal Skills:** Able to build and maintain positive relationships; communicate effectively with others in verbal and nonverbal ways.

**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 a 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.
• For best consideration, apply by January 31, 2022.
• Successful applicants will be subject to a background check.

Date Posted: January 5, 2022