

## Director of Development

The Performing Arts Foundation (The Grand Theater) in Wausau, WI seeks a dynamic, strategic Director of Development to manage comprehensive development initiatives from research and planning to execution and analysis. Reporting to the Executive Director, the incumbent will craft and execute a comprehensive strategy for enhancing the PAF's earned and unearned revenue streams through active management of the fundraising, sales and promotional efforts while supporting institutional visibility, sponsorship, and annual giving programs. The Director of Development will also lead a development strategy and program that enhances the existing culture of philanthropy and greater public awareness of The Grand Theater. The position will also play a key role in supporting the Executive Director and Campaign Cabinet in The Grand's Second Century Capital Campaign.

### About The Performing Arts Foundation/The Grand Theater:

Ever since its opening in 1927, The Grand Theater has brought the best in the performing arts to North Central Wisconsin. Over the last decade, The Grand has hit new heights, with seven straight seasons of record ticket sales and 135 sold-out performances. The venue has earned recognition for seven straight years as one of Pollstar's Top 200 theatres in the world, as one of the smallest venues by both market size and theater capacity to appear annually in those rankings. The Grand has also developed new programming such as the 10x10 Series, and new community initiatives such as Access For All, the Community Engagement Series, and the Lift Every Voice Series. The Performing Arts Foundation operates the historic theater and has an annual budget of \$3 million, serving over 50 counties across Wisconsin each year.

### Fundraising

*Creates and implements an overall development strategy to ensure the long-term financial sustainability of the organization. Works directly with the Executive Director to identify, cultivate, steward, and manage a portfolio of current and future donors.*

- Develop, oversee, and implement the annual fund drive of \$350,000 to ensure support for The Grand.
- Creates and implements strategies to identify and secure philanthropic partnerships with corporations that reflect their marketing and business needs as well as community engagement goals.
- Develops and executes strategies to identify and secure new supporters and increase annual commitments.
- Responsible for coordinating solicitations of all donors and serving as a point of contact for them.
- Evaluates historical giving data to inform and adjust annual campaign strategy and set appropriate fund-raising goals.
- Expands and directs the planned giving program for the organization.
- Provides financial oversight of the development program, working with the Executive Director and Director of Finance to ensure accurate budgeting, monitoring, forecasting, and reporting.
- Oversees the entire development business process and staff, including internal gift policies from donor identification to stewardship, ensuring efficiency and accuracy.

### Second Century Capital Campaign

*The Grand Theater will celebrate 100 Years in 2027 and is the opening stages of a transformative \$15 million-dollar Capital Campaign for the theater and the entire block.*

- Works with the Executive Director and Campaign Cabinet to facilitate Overall campaign management and organization including pipelines, prospect tracking, strategy, task assignment and maintenance of timelines.
- Researches and identifies key prospects and potential giving levels.
- Works to schedule meetings, prepare talking points, and assemble presentations for campaign leaders.
- Oversee acknowledgement of all campaign gifts and pledges and preparation of pledge payment reminders and pledge agreements.

- Maintain master campaign calendar to maximize cultivation events and keep Executive Director and Campaign Cabinet on track.

### **Sponsorships and Grants**

*Directs the identification, solicitation, activation, and execution of sponsorships to underwrite individual shows, series, and other organizational efforts. Serves as the primary point of contact for foundation, corporate, and governmental grants.*

- Develops relationships to help cultivate new sponsors and funders, while maintaining and enhancing current sponsor and granting supporters.
- Assists the marketing department in the identification and solicitation of corporate sponsors/advertisers and other show-specific supporters.

### **Community Relations**

*As a senior leader at The Grand, being involved in the Wausau/North Central Wisconsin community is important to ensuring the ongoing support of the organization.*

- Actively participates in events and activities that position the organization for improved fundraising or visibility.
- Be a visible representative of the PAF by networking and connecting with community leaders and organizations.
- Work with key community stakeholders to best ensure and enhance The Grand's role as a facilitator of the arts in the region.

**Traits and Qualifications:** Team members at The Grand Theater must thrive on challenge and be comfortable working in a dynamic, fast-paced environment. Working with a nimble and efficient team requires that members bring an entrepreneurial spirit to their work, providing leadership across a broad scope of work.

- Deep appreciation and enthusiasm for the performing arts and the mission and culture of The Grand.
- Leadership experience in development strategy for not-for-profit institutions.
- Experience working with organizational leadership and an engaged board.
- Able to cultivate and manage donor relationships at all levels.
- Willingness to incorporate new modes of fundraising techniques and strategies.
- Excellent verbal and written communication skills. Able to craft persuasive proposals and donor correspondence as well as engaging effectively and appropriately in person.
- An entrepreneurial, creative mindset.
- Sound judgment and discretion to maintain the strictest confidentiality of donor information.
- Working knowledge of donor database software.
- Able to attend The Grand's performances and events on a regular basis to cultivate/steward key donors and prospects.
- An undergraduate degree is desirable.

**Position Information:** Full time exempt salaried position with benefits, includes regular administrative hours and additional evening and weekend work. Pay range dependent on experience, ranges from \$60,000-\$75,000 Position involves extensive public contact.

The Performing Arts Foundation is an Equal Opportunity Employer. We are committed to creating a diverse, equitable and inclusive work environment that embraces and encourages different perspectives. Qualified individuals with disabilities and disabled veterans who need assistance or an accommodation in our job application processes should contact [jobs@grandtheater.org](mailto:jobs@grandtheater.org). An offer of employment is contingent on successfully passing a background check.

**Applications and Inquiries:** To submit a cover letter and resume with a summary of demonstrable accomplishments, please email [jobs@grandtheater.org](mailto:jobs@grandtheater.org).