

**Community Engagement & Development Coordinator**  
**Grand Theater (Performing Arts Foundation)**  
**Wausau, WI**

**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 eight straight seasons of record ticket sales and over 150 sold-out performances. The venue has earned recognition for eight 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 Theater is also embarking on the Second Century Capital Campaign, a transformative \$17 million campaign for the theater's 100<sup>th</sup> Anniversary in 2027. To date, over \$12.8 million has been secured.

The Performing Arts Foundation operates the historic theater and has an annual budget of \$4 million, serving over 50 counties across Wisconsin each year.

**The Community Engagement & Development Coordinator** oversees all community engagement and educational (K-12) programs for the organization, working to develop and execute programming that reaches new and underserved audiences. The ideal candidate also supports development efforts for the organization, with an integral role towards ensuring the success of annual sponsorship and fund drive campaigns as well as the Second Century Capital Campaign.

**Community Engagement and Education**

Under direction of the Executive Director and General Manager, the CE&DC will:

- Directs and promotes the yearly Arts in Education student series to maximize ticket revenue and show attendance by working with local schools and educators throughout the region.
- Build relationships with local educators in order to assist the Executive Director in programming the AIE series.
- Directs and implements the Community Engagement Series, free and low-cost events to help build connections to the arts.
- Serve as the main contact with local arts leaders, educators, and community organizations to execute events in both series.
- Serve as on-site contact for school series shows and other selected events.
- Work with the Overture Center to oversee the Jerry Awards high school musical theater program in the region.
- Coordinate with the Artistic and Managing Directors of The Grand's Central Wisconsin Jerry Ensemble to maximize the impact of that group within the community.
- Work with key community stakeholders to best ensure and enhance The Grand's role as a facilitator of the arts in the region.

**Development & Fundraising**

Under direction of the Director of Development and the Executive Director, the CE&DC will:

- Work with Director of Development to execute donor stewardship and cultivation communications in an organized and timely manner.
- Maintain donor database, including updating records, entering gifts, running reports, and tracking stewardship and cultivation activities.
- Assist in maintaining overall development strategy with Director of Development.
- Manage a portfolio of current donors and aid in stewardship & cultivation efforts.
- Oversee logistics for direct mail including stewardship and solicitations, and general administrative support, as needed.
- Assist in the writing of grants and sponsorship proposals, as well as researching new potential funding opportunities.

- Coordinate solicitation of annual advertisers for season show program.
- Actively participate in events and activities that position the organization for improved fundraising or visibility.
- Supports the Second Century Capital Campaign Committee & Staff with donor coordination and the planning of donor events.
- Help Director of Development in coordinating the planned giving and pledge billing for the Second Century Capital Campaign.
- Other duties as assigned.

**Requirements of the position:**

- Four-year degree or technical degree or equivalent work experience.
- Proficient in Microsoft Office and with outstanding communication skills.
- Passion for the arts and The Grand's mission and vision in particular.
- Detail-oriented, especially when tracking donations, invoices and tax letters.
- Some knowledge of Tessitura CRM database or other donor database software systems
- Copywriting, editing, and proofing skills are necessary; ability to effectively communicate the mission and brand of The Grand Theater.
- Ability to work consistent office hours, plus additional evening and weekend hours based on the schedule of shows.
- Ability to communicate professionally with the public, sponsors, donors and organization's Board of Directors.
- Sound judgment and discretion to maintain the strictest confidentiality of donor information.
- Able to attend The Grand's performances and events on a regular basis to cultivate/steward key donors and prospects.
- Demonstrated ability to build authentic relationships with donors, volunteers, and community members.

**Position Information:** Full hourly position with benefits, includes regular administrative hours and additional evening and weekend work. Pay range dependent on experience, ranges from \$47,000-\$57,000. 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).