



Job Description

Associate of Development & Marketing

Posted: August 15, 2017

Submit resume & cover letter by: August 31, 2017

Job Overview

The Associate of Development & Marketing position is an integral part of our team that is primarily responsible for assisting the President and Development & Marketing Senior Staff with the implementation of fund development and marketing activities for the Wisconsin Conservatory of Music; the leading community music school in southeast Wisconsin, serving over 15,000 students of all ages, skill levels, and backgrounds.

The Associate will provide support to and work in collaboration with the President, Executive Vice President of Advancement & Education, and the Director of Development & Marketing. This position requires strong organizational skills and an ability to prioritize as well as multi-task. Fund development and marketing are essential to the overall success of the organization and therefore it is imperative that the person in this role be dedicated to providing the support needed by Senior Staff to assist in securing the resources necessary for providing support for the mission of the organization.

Job Title: Associate of Development & Marketing
This position reports to: Director of Development & Marketing
Employment Classification: Exempt
Work Hours: Full-Time

Duties & Responsibilities

- Serve as Assistant to the President and Development & Marketing Senior Staff as needed
- Prompt and accurate processing and documentation of donor gifts, activity, and information
- Timely administration of donor acknowledgement letters
- Participate as an active member of the Development & Marketing department, working to implement annual plans and strategies in order to achieve department goals
- Research foundation, government, and corporate grant and sponsorship opportunities
- Work closely with the Director in the administration of Board of Director meetings
- Assist with social media and website management and reporting
- Basic administrative functions
- Assist with planning and implementing special events, including gala and donor cultivation events
- Occasional night and weekend work required
- Other duties as assigned

Qualifications

- Bachelor's degree (B.A./B.S.) with 1-2 years related experience or equivalent preferred
- Nonprofit database experience preferred, proficient in Microsoft Office Suite
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, time-management, and analytical skills
- Demonstrated ability to plan and organize projects with acute attention to detail
- Professional appearance and demeanor

Submit Resumes to Rachel Fritz (rfritz@wcmusic.org) by 5:00 pm, August 31, 2017. No phone calls.

The Conservatory is committed to the principle of equal opportunity in employment and in the operation of our education programs and activities. The Conservatory prohibits discrimination based upon race, color, religion, gender, sexuality, national origin, age, disability, and other characteristics protected by applicable federal, state, and local law.

About Milwaukee: The city, the largest metropolitan area in Wisconsin, overlooks beautiful Lake Michigan. Containing a rich cultural heritage the city is filled with cultural attractions such as the Milwaukee Art Museum, Milwaukee Symphony Orchestra, Summerfest, Milwaukee Repertory Theater and a highly active festival season in the summer and fall.