



Job Posting

## Director of Development

Posted: January 31, 2018

Submit resume & cover letter by: March 1, 2018

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### **About the Conservatory**

The Wisconsin Conservatory of Music is the largest non-profit community music school in the state. Founded in 1899, the Conservatory provides musical experiences to students from age four months to adults, to all levels of abilities, working to develop creative, artistic, and whole individuals. The Conservatory annually reaches over 17,000 individuals across southeast Wisconsin through individual lessons, classes, festivals, camps, concerts and our community partnership program, Conservatory Connections.

### **About Milwaukee**

The city, the largest metropolitan area in Wisconsin, overlooks beautiful Lake Michigan. Containing a rich cultural heritage, Milwaukee 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. It is a thriving and growing metropolitan area, ranked in the Top 50 Best Places to live by USNews.com.

Submit cover letter and resume to Rachel Fritz ([rfritz@wcmusic.org](mailto:rfritz@wcmusic.org)) by **March 1, 2018**

No phone calls. References to be furnished upon request.

### **Job Overview**

The Director of Development in collaboration with the Board of Directors, the CEO and the EVP will be responsible for creating and implementing the development strategy, building and sustaining the donor base and increasing contributed revenue. S/he will have a strong track record in fundraising, management, reporting and planning. The Director will manage a donor portfolio with the highest professional and ethical standards, working to strengthen relations with current and recent donors and stewarding new donors. Supervisory duties include the Manager of Development and Coordinator of Development, supporting direct reports in their assigned duties including grant writing and event planning. The Director is responsible for adhering to and reporting on the budget for the Development Department to the Board, Marketing & Development Committees and the Senior Staff. Skills required include: communication and management; donor database and analytics, non-profit administration, fundraising and music education. This individual must show exceptional maturity and leadership, the ability to effectively communicate and follow the mission and policies of Conservatory.

Job Title:	Director of Development
This position reports to:	Executive Vice President of Advancement and Education
Employment Classification:	Exempt
Work Hours:	Flexible, will include some night and weekends as needed
Number of Direct Reports:	Manager and Coordinator

### **Duties & Responsibilities**

- Designs, implements and oversees all fundraising activities including annual giving, events, endowment and capital campaigns, special projects and other related solicitations.
- Meets or exceeds fundraising goal as related to annual fund campaign as well as any capital campaigns or special projects.
- Manages all strategies and activities for individual donor cultivation, solicitation, and relations.
- Serve as the primary Individual Gifts officer for the Annual Campaign, lending support to the board, CEO and EVP in their fundraising efforts. Create and execute a strategy for a large sustained base of annual individual donors.
- Provides timely reports as it relates to development, including fundraising goals, new donors and new funds raised, constituent profiles and overall department performance.
- Supervise the Manager of Development in all aspects of foundation, corporate and government relations, including, but not limited to: writing grant proposals, cultivation and research of new funders, accounting and record-keeping for gifts and other development responsibilities.

- Assist Development staff to develop, manage and implement all fundraising events, which may include large and small cultivation.  
Work within budgetary guidelines to manage income and expenses related to all Development activities, including providing detailed reports of income and expense for the President/CEO, Board of Directors and others on staff.
- Attend all required staff and departmental meetings and work collaboratively with all Conservatory faculty and staff.
- Works with the Development Committee of the Board of Directors, EVP and the CEOP to develop strategies to initiate and meet aggressive fundraising goals.
- Perform other duties as assigned.

#### Qualifications

- Master's degree or equivalent experience required.
- At least five (5) years experience in development.
- Commitment to supporting access to high quality music programming to all communities.
- Strong organizational, oral and written communication skills.
- Proven experience in designing and managing fundraising plans and programs.
- Experience with Salsa CRM or equivalent donor database.
- Experience stewarding relationships with board members and donors.
- Ability to maintain the highest professional ethics at all times.

*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.*



As a member of the National Guild for Community Arts Education, the Wisconsin Conservatory strives to ensure all people have opportunities to maximize their creative potential by developing leaders, strengthening organizations and advocating for community arts education.