



RENAISSANCE THEATERWORKS JOB POSTING

JOB DESCRIPTION: Part-Time Development / Grants Manager

Founded in 1993, Renaissance Theaterworks (RTW) is the second oldest professional theater company in America with a commitment to gender equality. Located in Milwaukee's historic Third Ward, RTW produces three shows each season plus the Br!NK New Play Festival.

The Development Manager will work in partnership with Renaissance Theaterworks' Managing Director.

The position reports to the Managing Director and participates in an annual review.

Type of Employment: 20 hours per week, must be willing to work some nights/weekends as needed

Responsibilities / description:

The Development Manager is responsible for supporting Renaissance Theaterworks' mission through grant writing and database management. S/he will also support the Managing Director in fundraising activities and donor relations in order to reach and exceed revenue targets and relationship building goals. This person will be a part of the Renaissance Theaterworks team, working closely with the Managing Director and Marketing Director.

- Main job: Managing Grant applications and grant calendar, year-round, including gathering information, managing timing and communicating with team, meeting deadlines and submitting interim and final reports
- Accurately maintaining donor database including entering data, gift entry, thank yous and acknowledgements and donor lists for recognition in programs
- Assisting Managing Director with donor relations and communications
- Assisting with fundraising mailings
- Assisting with Fundraising and Donor-recognition events
- Performing other duties as assigned or apparent

Must Demonstrate:

- Excellent writing skills, preferably with experience in crafting successful grant proposals, letters of inquiry, reports and other funding communications.
- Ability to be flexible and take initiative, to adapt to last-minute changes, contribute independently and as part of a team, manage multiple schedules and deadlines, and maintain confidentiality.
- Strong organizational, prioritization and time management skills.
- Commitment to accuracy and attention to detail

- Willingness to serve as a representative of, and within Renaissance Theaterworks, with the ability to build rapport with funders and internal stakeholders.
- Willingness to assist Renaissance Theaterworks with foundation and corporate cultivation activities, including stewardship, recognition, prospect research, gift administration and development policies and procedures.
- Must thrive in a fast-paced environment
- Proficiency in word processing, spreadsheet programs and familiarity with database programs.

Education and experience:

Associate or Bachelor's degree in communications (or similar).

Minimum 1-year experience writing proposals or with a non-profit organization is preferred, but not required.

Computer literacy in common Microsoft-type applications (Word, Excel, file sharing, etc) and a familiarity with relationship management databases. (Our database is transitioning to Tessitura, specific experience in Tessitura would be a bonus.)

Compensation, Timetable and Procedure:

The Development Manager is a part-time employee. Compensation including salary and benefits will be competitive for an organization of RTW's size. RTW is an equal opportunity employer.

Applications should include detailed cover letter, CV or résumé, a writing sample and three references, emailed to Renaissance Theaterworks at info@r-t-w.com with the subject "Development Manager" by Monday, November 13, 2017.

The search committee intends to make its decision by December 1st, with the intent that the new Development Manager will begin employment no later than January 1st, 2018.

RTW is committed maintaining an atmosphere of diversity and inclusion. We want our staff and programming to reflect the rich culture and diversity of our city and actively encourage applicants from diverse backgrounds to apply.