



**Job Title** | Development Specialist

**Status** | Part-time, 20 hours per week, non-exempt

**Pay Rate** | \$16-\$19 per hour, to commensurate with experience. Flexible schedule. *One-year appointment, with option to renew.*

**Reports to** | Executive Director

**Wausau Conservatory of Music**, a regional school committed to music education, helps students of all ages and abilities explore their potential, guided by exceptional, skilled faculty in a welcoming and accepting environment. WCM was founded in 1981 and currently serves over 900 individuals annually through music lessons, group ensembles, classes, camps and Festivals.

### **Job Overview**

The Development Specialist is a key member of the administrative team and is primarily responsible for executing the institution's fundraising initiatives, including the annual development plan, fundraising and sponsorship events and campaigns, grant writing, corporate ad sale program and donor stewardship. Working with the Executive Director and the Resource and Development Committee, the development specialist will manage a portfolio of donors, actively contribute to strategic planning, monitor revenue and projections, and lead all fundraising communications and campaigns which support the organization's mission and values.

### **Responsibilities and Duties**

#### Development Strategy

- Collaborate with the Executive Director and Resource and Development Committee to create and implement a development plan which increases brand awareness and revenue to support the strategic direction of WCM.
- Support the Resource and Development Committee by attending meetings and providing necessary materials for meeting and assignments.
- Lead the implementation of donor recognition and stewardship activities.
- Working with the Marketing Specialist, create donor-focused communications.
- Secure financial support from individuals, foundations and corporations through various methods, including grant writing.
- Develop and maintain ongoing relationships with major donors.
- Track proposals and reports for all foundation and corporate fundraising.

#### Grant requests and administration

- Working with the Executive Director, research new grant opportunities, maintain a grants calendar, compile required data and write grants.
- Provide timely reporting and ensure compliance as required by grant award documentation.

#### Gift Cultivation

- Manage and expand a portfolio of at least 100 donors capable of donating \$500 to \$10,000.

- Working with the Executive Director and the Resource and Development Committee, create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base for the organization.
- Working with the Executive Director, identify and pursue new sources of corporate, foundation, and legacy funding.
- Lead the Corporate ad sales campaign.
- Working with the Executive Director, Resource and Development Committee, and Marketing Specialist, create collateral materials to support gift cultivation as well as implement all aspects of direct donor mailings.

#### Events

- Lead efforts to plan and operationalize donor events including soliciting sponsorship and auction items.
- Working with the Administrative Assistant, oversee key logistical components such as maintaining guest lists and ensure that all aspects of a successful event are coordinated towards a common goal.
- Working with the Executive Director and the marketing specialist, create event collateral including programs, signage, and marketing and advertising.

#### Administrative

- Act as the primary manager of the donor database and oversee gift processing and donor relations, ensuring timely gift acknowledgements.
- Answer phones and take customer payments as needed.
- Working with the Administrative Assistant, record and do daily bank deposits.
- Other duties as assigned.

#### Qualifications

- 4-year degree.
- 3-5 years professional development and fundraising experience.
- Experience and contacts in Marathon County are a plus.
- Intermediate skills in Microsoft office Suite
- Familiarity with a donor database (Network for Good, or similar) desirable.
- Self-starter who can work independently as part of a team.
- Strong analytical skills and attention to detail.
- Exceptional communication, writing and editing skills required.
- Ability to adapt and pick up new techniques.
- Interest and knowledge of current events and fundraising trends.
- Experience or willingness to learn about planned giving.
- Ability to collaborate with and support the Resource and Development Committee.
- Passion for music and education is a plus.



This position is a part-time, non-exempt position of up to 20 hours per week. Office hours are typically Monday-Friday, 8am-6pm. Some evening and weekend availability is a requirement for meetings, concerts and events. Preference will be to have a set schedule each week. Must complete background screening.

**Physical Demands:** The position requires moderate physical effort on a daily basis such as walking, bending, stooping and standing for periods of time.

Please send your cover letter, resume and names of 3 references to [Employment@wausauconservatory.org](mailto:Employment@wausauconservatory.org)  
Applications will be accepted until July 11, 2021.

**Non-Discrimination Clause:** The Wausau Conservatory of Music does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability.