



**WISCONSIN**

The State Organization  
on Arts and Disability

## **Development Director**

### **Organization Overview**

The mission of VSA Wisconsin to expand the capabilities, confidence and quality of life for children and adults with disabilities by providing programs in dance, drama, creative writing, music and visual art is as vital and relevant today as it was in 1985 when we incorporated as a nonprofit. We believe that the arts are a universal and essential language that challenge people to respond to the world, to look beyond themselves, and to celebrate the diversity of human society by building bridges between people, across cultures and through generations!

### **Position Summary**

Seeking a creative and resourceful professional that will stimulate and inspire philanthropic resources. The Development Director plays a vital role in our mission by demonstrating compelling and effective written and oral communication, administrative and technology skills in promotion and support of enriching and educational arts programming for individuals with disabilities throughout the state. This position reports to the Executive Director and must be able to work independently and in concert with others to develop recommendations using a high level of initiative, judgment and analysis in the performance of the following:

- Drive effective donor investigation, identification, outreach, solicitation strategy, cultivation and stewardship in collaboration with the Executive Director and the Board of Directors to initiate and build long term relationships with VSA Wisconsin stakeholders to meet financial targets and grow service potential
- Develop, submit and follow up on grant applications to foundations, businesses, governments and individuals, attend grant review meetings and interviews, carry out grant contract requirements including site visits and securing grant evaluators
- Maintain donor database and accurate up-to-date accounting of receipts and pledges; enter data, analyze and generate reports for Executive Director and VP of Finance & Administration
- Coordinate and manage fundraising events, direct mail campaigns and collaborate with Executive Director to segment additional fundraising projects
- Prepare and submit progress and final reports to funding sources
- Assist with preparation of fiscal fund development plan and fiscal year budget
- Develop and deliver presentations to potential or existing donors and/or board of directors
- Provide sponsor information to staff for use in press releases, website, newsletter and events
- Work with program staff and teaching artists to obtain meaningful stories of impact and data to develop proposals and compile final reports to donors
- Develop, update & edit social media messages for community/stakeholders.
- Design printed materials for fundraising events and select promotional initiatives

## **Qualifications**

- Minimum 5 years' experience including proven development, marketing and management work experience – CFRE a plus
- Bachelor's degree in a related field preferred
- Exceptional level of leadership and management skill including interpersonal skills required to work with diverse constituent groups and boards
- Detail orientated, organized with effective time management skills
- Strategic thinker with solid understanding of financial management
- Professional, positive, cooperative attitude to enhance community partnerships
- Solution driven, collaborative work style fostering teamwork

## **Requirements**

- Full-time, exempt with flexibility to attend evening and weekend programs and events
- Valid driver's license in good standing for driving within state of Wisconsin driving VSA van or reliable personal vehicle when van not available
- Occasional lifting/carrying up to 30 lbs.

## **Hours/schedule**

Full-time, requires flexibility to attend some evening and weekend programs and events.

## **Job Type**

Full-time, salaried, exempt

## **Benefits**

Paid holidays and sick, vacation and personal leave, 401(k) retirement plan

**Salary:** \$48,000 to \$53,500 annual

## **Apply to [patti@vsawis.org](mailto:patti@vsawis.org)**

Submit the following:

- Cover letter stating salary history and requirements
- Resume

No phone calls please

**Deadline:** Open until hired. April 16, 2018 for best consideration.

VSA Wisconsin is an AA/EOE

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[www.vsawis.org](http://www.vsawis.org)