Assistant Director of Development Wharton Center

The Wharton Center for Performing Arts is now seeking an Assistant Director of Development who will work collaboratively to plan and implement a comprehensive fundraising program to sustain and build on the current goals of Wharton Center.

The Assistant Director engages and solicits a portfolio of 120 donor prospects for major/planned gifts; manages the annual fund campaign including individual and corporate solicitation; oversees grant research, proposal writing, and administration of grants; interacts with Wharton’s volunteer boards and committees.

 Reporting to the Director of Development, this highly motivated individual works closely with key staff at Wharton Center including marketing, ticketing, operations and the education institute, to ensure a holistic approach to building a culture of philanthropy.  The selected candidate should understand and have an appreciation for the arts and humanities in order to build upon the foundation of the existing advancement program. A background in the arts is not required.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Fundraising

* Develop and manage a portfolio of approximately 120 discovery, major and planned gift prospects and donors
* Identify and develop donor base in the west, southeast, and northern MI
* Collaborate on donor/prospect activity with fundraising colleagues across campus, including regional gift officers.
* Create innovative solicitation strategies for face-to-face donor meetings, volunteer-driven peer-to-peer solicitations
* Present to corporations, foundations and community groups about the fundraising needs and goals of Wharton Center
* Develop and administer stewardship and cultivation programs, including tiered annual donor benefit programs for individual and corporate contributors.
* Oversee grant proposals to local, state and national foundations that support funding of the arts including research, writing and reporting.
* Prepare annual fundraising goals and analyze/report goal accomplishment.

 Programmatic Management

* Assist in planning and hosting donor-related events including donor lounges, cast parties, volunteer meetings, and other donor cultivation events.
* Willing to work evenings and weekends as Wharton Center’s performance schedule and donor/volunteer events calendar dictate (approximately 25 night/weekend commitments per season).
* Oversee the management of several core volunteer groups
* Assist with developing and proofing promotional and other support materials for all facets of solicitation programs
* Create presentations and present to university leadership and public organizations in order to provide information on Wharton Center and/or University.
* Foster and maintain healthy, professional and vibrant working relationships within the office, across the institution, and with donors/volunteers/patrons.
* Participate with Director of Development to strategically link to community and outreach activities of Wharton Center that have the potential to align and synergize with the philanthropic community

**Qualifications**

Required:

 Knowledge equivalent to that which normally would be acquired by completing a Bachelor’s degree in Non-profit Management, Communications, Public Relations, Marketing and/or Business; one to three years of related and progressively more responsible or expansive work experience in professional fundraising, public relations, marketing, higher education fundraising or a related field; or an equivalent combination of education and experience.  Valid driver’s license as travel is required.

 Desired:

* Three years of progressively responsible professional experience in higher education development, fundraising, or within arts management.
* Meaningful experience in or knowledge of all key development areas (major giving, grant writing, annual fund, planned giving, and corporate and foundation relations).
* Superior communication skills and the desire to connect with a variety of audiences
* Desire to learn more about different performing arts genres
* Motivated by working to meet metrics including donor visits, dollars raised, and proposals submitted
* Clear and effective written and oral presentations.
* Working knowledge of tax laws affecting charitable giving.
* Ability to travel at regionally

**How to apply**

If you have any questions regarding this position, please contact Suzette Hittner, Executive Director of Constituency Programs at [hittner@msu.edu](mailto:hittner@msu.edu).

All candidates must submit an application and resume through the Michigan State University Human Resources web-based system.  The URL for this website is [www.careers.MSU.edu](http://www.careers.msu.edu/). Please indicate the position number **613887**when submitting your application.

Screening of applicants will continue until the position is filled.

*MSU is an affirmative action, equal opportunity employer.*

*MSU is committed to achieving excellence through cultural diversity.  The university actively encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities.*