



UNITEDPERFORMINGARTSFUND

**Position:** Donor Data Specialist  
**Reports to:** Chief Administrative Officer  
**Date Available:** 9/1/2025  
**Status:** Full-time, exempt

### **About UPAF**

For more than 50 years, UPAF has been at the heart of Milwaukee's vibrant cultural scene, raising essential funds, providing strategic stewardship and inspiring involvement in the performing arts. As a nationally recognized, community-driven nonprofit, UPAF fuels world-class performances and life-changing arts education initiatives across Southeastern Wisconsin.

### **Position Overview:**

UPAF is seeking an analytical, detail-oriented individual to collaborate with our fundraising and marketing teams, supporting strategizing and driving the success of our annual campaign efforts. This role is perfect for someone looking to apply their data and technology skills to our mission of raising money for the performing arts.

### **Key Responsibilities:**

Work with fundraising team to manage campaign opportunities, including solicitor assignments, ask amounts, and projections.

- Provide data support for staff and key constituents including:
  - Creating and maintaining CRM reports and ad hoc data queries and data pulls.
  - Providing data analysis supporting fundraising strategies, especially relating to transactional donor segments.
  - Managing data preparation for mailed correspondence, including solicitation letters, receipts, etc.
  - Providing weekly campaign level reporting and analysis.
  - Assembling campaign support histories for use in Major Partner proposals.
  - Working with operations and fundraising teams to further data quality.
- Accumulate and manage member and affiliate data for the purpose of:
  - Collation and distribution of member and affiliate data for evaluators.
  - Act as "content owner" for member and affiliate data on the website.
  - Input for member and affiliate related marketing materials.
- Support UPAF events through management of invitation and attendee data including:
  - Working with donor experience team to ensure invitation lists include appropriate constituencies.
  - Setting up RSVP websites for events.
  - Ensuring invitation, RSVP and attendee data is appended to the CRM.
  - Work with events and fundraising teams to provide data for appropriate follow-up.
  - Provide post-event data-related analysis.

- Support Foundations division by:
  - Tracking required submission dates for corporate and private foundations and submit applications as appropriate.
  - Tracking foundation reporting requirements and working with marketing to submit reporting as appropriate.

### **Ideal Candidate Profile**

- Ability to analyze, interpret, and organize large amounts of data.
- Excellent communication skills, able to translate complex problems using non-technical terms.
- Understanding of modern database and information technologies.
- Excellent math, problem-solving, and analytical skills.
- Excellent time management skills and the ability to work towards meeting multiple deadlines simultaneously.
- Understanding of management and data administration duties such as collection, analysis, and distribution
- Collaborative with a customer service focus, able to work with teams of diverse personalities.
- Intellectually curious, with the willingness and ability to quickly learn a variety of tasks.
- Proficient in MS Office Suite, especially Excel and familiarity with HTML and web platforms.
- Bachelor's degree or equivalent education or life experience.

### **Why Join UPAF?**

- Play a pivotal role in sustaining and growing Milwaukee's performing arts sector.
- Join a collaborative, mission-driven team in a well-respected and innovative organization.
- Competitive salary and comprehensive benefits package.
- Opportunities for professional growth and community leadership.

### **Salary Range**

\$45k-\$50k with full benefits inclusive of health / dental / vision insurance, life and long-term disability insurance, savings retirement plan and generous paid time off. Hybrid work environment, with three days in office and two days working at home.

### **To Apply**

Please send resume and cover letter expressing interest in the position to [resume@upaf.org](mailto:resume@upaf.org) by September 30, 2025.