



**Position:** Allocation and Engagement Coordinator  
**Reports to:** Director of Finance  
**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:**

Inspire involvement with the performing arts by ensuring United Performing Arts Fund (UPAF) has strong communication, connection and collaboration with our Member groups, Affiliates, donors and other stakeholders. Coordinate and promote UPAF Member Group activities and processes in support of the UPAF's annual campaign. Coordinate annual Member/Affiliate application and review process to assist in making recommendations for allocations and grants. Execute program evaluation and reporting for UPAF education and accessibility programs.

### **Key Responsibilities:**

#### **Member Group Communication and Allocation support**

- Serve as administrative support for annual Allocation process, including but not limited to application and review management, preparing the annual submission package summary and coordinate communication with the Allocation Committee of the UPAF Board, and coordinating the annual MOU from distribution to approval tracking.
- Assist in preparation for meetings with Member groups.

#### **Affiliate Program**

- Serve as the primary contact for organizations interested in applying for annual grant support through the UPAF Affiliate Program.
- Oversee the grant application process communicating the application and grant details with all interested organizations.
- Assist in the grant determination process by reporting on the information relative to the organizations applying for support.
- Coordinate communication with Affiliate grant recipients.

#### **Member Group and Affiliate Campaign and Event support**

- Secure member group and affiliate performances to support UPAF workplace giving campaigns and events, executing confirmations with all parties, tracking and reporting payment.
- Compile and distribute Member Group campaign support payments on a monthly basis.

- Secure campaign incentives from Members
- Serve as primary contact for Member and Affiliate activities, including, by not limited to performer speaker allocation & reporting, SMART card and ticket voucher fulfillment, open rehearsals and other UPAF events as needed.
- Ensure related payment credit is properly applied to each performance, confirmed with the respective member group, and processed monthly.
- Generate reports tracking credits by group, to support Allocation details.
- Collaborate on writing of run-of-shows for UPAF signature events to ensure Members' needs are covered; coordinate on lighting, sound, materials.
- Provide writing, photos, contacts or other details on UPAF Members to be used by UPAF in marketing and communications.
- Conduct annual meetings with the Member groups to review and discuss performance opportunities to ensure a successful collaboration for the upcoming campaign.

#### **Impact Program support**

- Support program tracking and reporting for UPAF's impact programs: Bright Minds, Arts Accessibility and Resonate.
- Summarize program data and provide language for use in the Annual Report
- Create written documents, presentations or social media posts on the impact of arts education and accessibility programs.
- Provide a summary from the annual submission data regarding impact funding and assist in the recommendation of program funding.
- Coordinate and participate in member group site visits of programs utilizing UPAF's impact funding.

#### **Allocation Committee support**

- Assist in Committee meeting preparation
- Attend Allocation Committee meetings

#### **Finance support**

- Coordinate the annual Confidentiality reporting process from distribution to the tracking of the Confidentiality policy to required stakeholders.
- Assist in the annual financial statement audit process by coordinating the donor confirmations and other support as needed.
- Assist in the accumulation of Member Group financial information on an as needed basis.

#### **Ideal Candidate Profile**

- Strong written and verbal communication skills. The ability to network and develop strong relationships throughout the community is a must.
- Strong and highly effective organizational and project management skills.
- Strong attention to detail and ability to manage multiple tasks.
- Strong communication skills (written, oral, interpersonal) and the ability to communicate effectively with a diverse, artistic community.

- Enthusiastic and engaging disposition; comfortable working with individuals from a variety of backgrounds.
- A team-oriented mindset and ability to collaborate effectively.
- Proficient in basic computer programs, Word, PowerPoint, Outlook, Excel.
- Education: Bachelor's degree in Communications, Marketing, Nonprofit Management or other similar background preferred.

### **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**

\$40k-\$45k 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.