



Position: Development Manager
Reports to: Development Director, Individual and Corporate Partnerships
Date Available: 10/25/2025
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:

The Development Manager supports the Development Director, Individual and Corporate Partnerships, in implementing UPAF's fundraising strategies, with a focus on foundation grants, corporate sponsorships and individual leadership giving. This role is responsible for executing grant processes, as well as retaining and increasing current donors and securing new corporate or individual partners. The Development Manager will collaborate with the Development Director-- Individual and Corporate Partnerships, and other team members to provide exceptional support to drive corporate, individual, and foundation giving initiatives.

Key Responsibilities:

Grants and Foundation Initiatives

- **Execute the full grant application process**, under the direction of the Development Director, Individual and Corporate Partnerships. This includes researching new grant opportunities and funding sources to support UPAF's mission, completing grant applications, using a compelling, data-driven narrative, updating notes regarding funding status, and complying with all reporting requirements, ensuring deliverables are met.
- **Maintain a calendar** of all grant and foundation deadlines through cooperation with Data Specialist.
- **Cultivate and steward relationships** with foundation partners in conjunction with the Development Director, Corporate and Individual Partnerships.

Campaign and Event Initiatives

- **Secure corporate sponsorships for UPAF signature events** – Ride for the Arts, Visionaries in the Arts and UPAF Presents.
- **Retain a portfolio of current leadership level partners and prospects** and grow this category of donors. Maintain regular contact, provide updates, and create engagement opportunities that foster continued investment. Connect with networking organizations focused on Milwaukee leaders to build donor relationships.

- **Build and maintain engagement with donors** in conjunction with Development Director, Individual and Corporate Partnerships throughout year, including at Open Rehearsals, UPAF Nights, UPAF Launch, Funding Day and Artist's Society event.
- **Collaborate with the marketing team** to ensure messaging and materials for donors, events and initiatives are consistent with the donor strategies for the individual and corporate leadership division.
- **Provide support for management of UPAF Cabinet** and by extension, their prospects.

Relationship Management Support

- **Prepare materials and briefing documents** for the Development Director, Individual and Corporate Partnerships and CEO's prospect and donor meetings.
- **Create personalized communications and acknowledgments** for purposes of stewardship

Ideal Candidate Profile

Education and Experience

- Bachelor's degree or equivalent life experience is required.
- Minimum of 2-5 years of experience in fundraising, development, or a related field, preferably within the nonprofit or arts sector.
- Proven experience in grants management, grant writing, or donor data management.

Skills and Abilities

- Confident and enthusiastic about "making the ask" to returning or prospective donors. Strong follow-through and ability to close.
- Excellent written and verbal communication skills, with exceptional attention to detail.
- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines.
- Analytical mindset with the ability to work with data to track and report on fundraising performance.
- Collaborative and team-oriented approach, with a willingness to support colleagues across departments.
- Passion for the arts and UPAF's mission to support the performing arts in Southeastern Wisconsin.
- Microsoft Office Suite, especially PowerPoint.
- Proficient with donor management software (CRM)
- High ethical standards and a commitment to donor confidentiality.

Requirements:

- Car and valid Wisconsin driver's license
- Most work is during the day, but occasional evening and weekend work is required

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

\$55k-\$65k 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. This position will remain open until filled.