



Position: Donor Data Specialist
Reports to: Development Director
Date Available: 10/1/2026
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 to strengthen the planning, coordination, and execution of our annual campaign. This role helps keep campaign strategies, data, and processes organized, providing critical support to the members of the development team, as they build donor relationships, advance fundraising priorities, and achieve campaign goals. It is an excellent opportunity for someone looking to apply their data, technology, and project management skills to support our mission of raising essential funds for the performing arts.

Key Responsibilities:

Work with the development team to identify and organize campaign opportunities and processes, including solicitor assignments, ask amounts, and projections.

- Partner with the development team to plan, organize, and manage annual campaign processes, including solicitor assignments, donor portfolios, ask amounts, revenue projections, and campaign tracking.
- Coordinate campaign timelines, workflows, and reporting to ensure priorities stay on track and key deadlines are met.
- Collaborate with the marketing and communications team to coordinate campaign communications and ensure fundraising and marketing efforts are aligned.
- Identify process improvements and implement tools and systems that reduce administrative work and enable Development Directors to focus on donor engagement and stewardship.

Data/Reports:

- Creating and maintaining CRM reports and ad hoc data queries and data pulls.
- Prepare reports and analyses that support fundraising strategy and decision-making.
- Maintain accurate donor and campaign data and identify opportunities to improve efficiency and data quality.
- Manage data preparation for mailed correspondence, including solicitation letters, receipts, etc.

- Providing weekly campaign level reporting and analysis.
- Assembling campaign proposals—format may be PPT or Word.

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Research, Prospecting and Development Support:

- Research and identifying prospective donors, corporate partners, and institutional foundations that align with the organization's mission.
- Using publicly available information, determine strength of prospects and establish plan for cultivating those with highest potential.
- Analyze data, campaign results and trends as a basis for developing strategies for growth.
- Ensure new companies are thoroughly researched, added to CRM, and solicited.
- Research new business and community leaders in town to develop cultivation plans.
- Assist development leaders in execution of fundraising processes

Events

Support UPAF events (pre and post) through management of invitation and attendee data including:

- Ensure invitation lists include appropriate constituencies.
- Set up RSVP websites for events and create nametags as needed.
- Ensure 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.

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 meet 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 PPT 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

Tuesdays, Wednesday and Thursdays days in office and Mondays and Fridays working at home, if desired.

To Apply

Please send resume and cover letter expressing interest in the position to resume@upaf.org by September 25, 2026.