



**Position Available**  
**Director of Development and Marketing**

**ARTS AT LARGE**

Arts @ Large activates Milwaukee's communities to build an environment that supports arts-rich, lifelong learning. Arts @ Large has built a foundation for enriching, educational experiences in the arts for life-long learners, from kindergarten to retirement. For 20 years, we have provided our communities and schools with equitable access to an education that includes the arts. In the community, we ensure that all our programs are FREE to families and participants. This includes family arts days, summer camp, music performances, workshops and art exhibitions. In the schools, we provide students with arts experiences designed to spark their creativity, inspire a thirst for learning, and improve their academic performance.

**POSITION DESCRIPTION:**

Working closely with the Executive Director, the Director of Development and Marketing will take a creative and collaborative approach to cultivating and obtaining the contributed financial resources and community visibility necessary to support the mission of Arts At Large. In collaboration with the other members of the team, the Director of Development and Marketing also fills a key strategic role within the organization by helping to define and articulate the strategic priorities of the organization. A commitment to the highest levels of professionalism is required.

**SUMMARY OF RESPONSIBILITIES:**

The Director of Development and Marketing will successfully:

- Plan, manage and implement the various fund-raising programs of Arts At Large, including grants, annual campaigns, major gift solicitation and special fundraising events.
- Increase marketing/public relations efforts to increase awareness and awareness of Arts At Large in the Walker's Point neighborhood and greater Milwaukee.
- Participate in strategic planning and strategic decisions of the senior leadership team.
- Work closely with the team to ensure consistency of collateral, promotion of events, and meeting deadlines. Manage the website.
- Assist with other projects as assigned by the Executive Director.

**REPORTING RELATIONSHIPS:**

The Director of Development and Marketing reports to the Executive Director and works closely with other members of the leadership team and the Board of Directors. Additionally, they will supervise the contracted grant writer.

**QUALIFICATIONS:**

Candidates should have excellent people and creative problem-solving skills, a sense of humor, energy and drive.

- A bachelor's degree is required.
- Substantive experience in development and marketing.
- Ability to think strategically with planning and implementation.
- Strong written communication skills and clear, concise writing style
- High computer literacy is required.
- Ability to prioritize and excel at multiple tasks in a fast-paced environment.
- Ability to collaborate effectively and respect the ideas of others.
- Familiarity with the not-for-profit sector.

**Salary:** \$60,000+ commensurate with experience  
**Starting date:** As soon as possible

Interested individuals should send, via email, a cover letter with resume to:

Jack R. Lemmon  
Interim Executive Director  
Arts At Large  
[jacklemmon@artsatlargeinc.org](mailto:jacklemmon@artsatlargeinc.org)