

**Job Title:** Development Director  
**Organization:** Create Waunakee, Inc.  
**Location:** Waunakee, WI  
**Employment Type:** Full-Time  
**Salary Range:** \$70,000 -80,000  
**Benefits:** To be negotiated

Create Waunakee, Inc. (CW, Inc.) is dedicated to fostering creativity and art in our local community through various programs, workshops, and events. We believe in the transformative power of art and imagination and aim to provide inclusive opportunities for individuals of all ages to express themselves and connect with others. As a young non-profit, we have achieved statewide and community recognition through the hard work of a team of dedicated volunteers and Village of Waunakee staff. We are seeking a dynamic and passionate Development Director to join our team to build on our annual programming and help us fulfill and enhance our vision.

**Position Summary:**

The Development Director will be responsible for the planning, coordination, and execution of artistic & creative events that engage the community, raise awareness, and support the mission of CW, Inc. This role requires an imaginative thinker who has excellent organizational skills and a passion for the arts.

**In program development, execution & administration, the Development Director will:**

1. Assure that CW, Inc. has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans in collaboration with the Executive Board and carry out plans and policies authorized by the board.
3. Generate and evaluate innovative ideas and proactively seek opportunities for new programs and initiatives within the context of the organization's long-term vision and mission.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Devise remedial actions for identified issues and conduct crisis management when necessary.
6. Maintain a working knowledge of significant developments and trends in the field.

**Roles and Responsibilities:**

**1. Event Planning and Coordination:**

- Conceptualize and develop creative themes for events that align with our mission.
- Manage all aspects of event planning, including venue selection, logistics, catering, marketing, and production.
- Coordinate with artists, vendors, and volunteers to ensure seamless event execution.

**2. Budget Management:**

- Be responsible for developing and maintaining sound financial practices.
- Prepare and manage event budgets, securing sponsorships and funding where necessary; see that the organization operates within budget guidelines.
- Track expenses and provide financial reports post-event for stakeholder review.

- Generate revenue through programming, events, grants & donations to sustain and grow the organization and personnel costs. Consistently seek new funding sources and appropriate ways to reduce costs.

### **3. Community Engagement:**

- Foster relationships with local creators, artists, arts organizations, local businesses and community members to encourage participation and collaboration.
- Initiate outreach efforts to promote events and drive attendance.

### **4. Marketing and Promotion:**

- Develop and implement comprehensive marketing strategies for events, including social media campaigns, newsletters, and press releases.
- Create promotional materials, such as flyers and digital content, to effectively communicate event details.

### **5. Evaluation and Reporting:**

- Gather feedback from participants and stakeholders to assess the success of events.
- Prepare post-event reports detailing outcomes, engagement metrics, and recommendations for future events.
- Report monthly to the executive board with progress on event, revenue and participation goals. Provide appropriate, adequate and timely information to the board to ensure the board is kept informed on the condition of the organization and all important factors influencing it.
- Compile participation data, revenues, expenses and program metrics in an annual report for the executive board, governmental & corporate sponsors, and individual members.

### **6. Volunteer Management:**

- Recruit, train, and supervise volunteers to assist with event execution.
- Create a supportive and engaging volunteer experience to promote retention.

### **7. Collaboration:**

- Work closely with the executive board and program directors to align event goals with organizational objectives.
- Participate in regular team & board meetings to share updates and collaborate on projects.
- Establish sound working relationships and cooperative arrangements with community groups and organizations with a particular emphasis on arts organizations and grantors.

### **Main Focus Areas:**

- Organizing medium-scale community art festivals and exhibitions.
- Planning workshops and educational programs that promote creativity among varied demographics.
- Designing fundraising events that support the organization's financial sustainability.

### **Goals:**

- Increase community participation in creative events by 25% over the next year.
- Establish at least three new partnerships with local creatives or businesses each quarter.
- Generate funding and sponsorships through successful event execution.

### **Qualifications:**

- Bachelor's degree in Event Management, Arts Administration, Marketing, or related field, or equivalent.

- Minimum 2-3 years of experience in event planning, preferably in a non-profit setting.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills.
- Successful grant-writing experience
- Passion for the arts and creativity and a desire to make a positive impact in the community.
- Proficient in Microsoft Office Suite, event management software, and social media.

### **Core Competencies:**

- **Mission Ownership:** Demonstrate understanding and full support of the mission, vision and values of CW, Inc. Work to support the direction set by CW Inc Board and leadership.
- **Interpersonal Skills:** Skilled in active listening and openly accepts feedback. Productively engages and resolves interpersonal conflict. Holds others accountable with empathy and maintains healthy boundaries. Engages people positively with a demeanor of optimism.
- **Cooperation/Teamwork:** Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with volunteers and future staff; shares critical information with everyone involved in a project; helps set a tone of cooperation between others: coordinates work, seeks opinions and when appropriate facilitates discussion before decision-making is complete.
- **Communication with Integrity:** Communicates directly and appropriately with volunteers, community members and future staff; refrains from gossip or inappropriate conversations. Able to handle sensitive information appropriately whether concerning community members or the organization. Retains confidentiality and facilitates safe handling of information.
- **Reliability:** Personally responsible; completes work in a timely, consistent manner; works hours needed to complete work, is present and timely; arrives prepared for work & committed to doing best job possible.
- **Flexibility:** Open-minded and changes opinion with new information. Performs a variety of tasks and changes focus quickly as demands change; manages transitions between tasks effectively and adapts to varying organizational needs.
- **Quantity & Quality of Work:** Produces an appropriate quantity of work; able to manage multiple projects; able to determine project urgency and prioritize accordingly; organizes and schedules people and tasks. Produces excellent, high quality work seeking to provide the best possible outcome for CW, Inc.
- **Problem Solving:** Anticipates problems; accurately evaluates the signs of a problem and how the problem and solution will affect CW, Inc. Analyzes current procedures for improvements, eliminating processes that don't add value; notifies board in a timely manner; gathers information before making decisions; weighs alternatives against objectives, arriving at reasonable decisions; adapts well to changing priorities, deadlines and directions; willing to take action even under pressure, criticism or tight deadlines.

### **Application Process:**

Interested candidates are invited to submit their resume with three references, and cover letter outlining their relevant experience. First review of candidates January 6, 2025. Applications will be accepted until the position is filled. Email resume and attachments to: [Createwaunakeeinc@gmail.com](mailto:Createwaunakeeinc@gmail.com)