



About Big Top

Lake Superior Big Top Chautauqua (BTC) is a non-profit arts organization with a mission to provide entertaining and educational activities with an emphasis on history and the environment. BTC presents around 60 performances and events from June - September each year in an intimate 900 seat venue in Bayfield, WI.

Big Top is at an exciting point in its evolution as the organization prepares for a major capital fundraising campaign to build a new performance venue ([read more](#)). The Development Coordinator is a new full-time year-round position created to be a vital member of the fundraising team. This position will assist with both the capital campaign and ongoing fundraising efforts.

Development Coordinator

The Development Coordinator works with and under the direction of the Development Director and Executive Director to implement fundraising activities, including:

Annual Fund:

- Actively seek donations and provide excellent stewardship of donors and prospects. Work with Development Director on cultivation strategy for annual fund donors.
- Produce and coordinate annual fund mail, email, and social media campaigns. Maintain calendar of annual fund activities including seasonal and ongoing appeals.
- Track, enter and acknowledge gifts with the support of Development Assistant.
- Maintain online donation systems and explore new online giving campaigns.
- Oversee and implement raffle booth fundraising activities.

Sponsorships:

- Identify and secure show sponsors, Tent Show Radio sponsors, and BART shuttle sponsors. Oversee sponsorship agreements, tracking, and stewardship.
- Oversee and coordinate sponsor stewardship and recognition at summer performances. This includes arranging: sponsor tickets, sponsor announcements, artist poster signing, artist meet & greets, photography, and sponsor pre-show events (as requested).

Events:

- Plan and execute fundraisers like the annual [BigTAP beer and music festival](#).
- Help coordinate and staff capital campaign and major donor events, including planning and set-up.



Grants:

- Write, track and report on grants for programs like our Free Family Series, Native American Community Connections Series, Youth Bluegrass Camp, Big Top Idol and original house show productions.
- Identify new foundation and corporate funding sources and corresponding areas for mission-related program growth.
- Assist Development Director with potential government, foundation or corporate funding opportunities toward the capital campaign.

Other activities as directed by Development Director and Executive Director.

Minimum requirements:

The ideal candidate is a natural people person and an excellent communicator. He/she is organized, detail oriented and enjoys seeing projects through to completion. The candidate possesses strong writing skills and is proficient in basic computer programs. He/she is eager to grow as a professional and enjoys working as part of a team.

Candidate possess a **bachelor's degree** and at least **five years of professional experience** in fundraising or another similar field. Prior experience working in the nonprofit sector a plus.

Expected salary: \$30,000

Please submit cover letter, resume and three professional references as one MS Word or PDF document to development@bigtop.org by Friday, November 17, 2017.