



Tosa Tonight Executive Director Job Description

September 2026

Sponsorship and Fundraising:

- Be the primary lead for all fundraising and sponsor engagement outreach, including chairing Sponsorship Committee.
- Represent Tosa Tonight in a positive manner to help promote the Tosa Tonight Concert Series to retain current and secure new sponsors.
- Identify and drive non-traditional fundraising opportunities (grants, foundation outreach, etc.).
- Support board and committee outreach for additional sponsorship dollars and endowments.
- Propose new sponsorship levels and benefits as appropriate.
- Meet with Development/Sponsorship and Marketing Committees to drive direction, brand consistency, sponsor engagement, and retention. Ensure all sponsors receive benefits according to their sponsorship level.
- Manage all sponsor communication and processes, including outreach, follow-up communications, invoicing, and thank-you correspondence.
- Work closely with Marketing Committee to ensure sponsorship options and sponsors are accurately marketed. Co-Lead the annual Thank You party.

Business Management:

- Support and facilitate communications (phone calls, emails, and social media inquiries, and comments) with the appropriate Committee members.
- Own concert series Run of Show for sponsors and vendors, such as set-up and tear down processes and any communication leading up to concert series.
- Create and manage annual operational calendar and coordinate monthly priorities and deliverables with the responsible task owners.
- Manage operational tasks such as portable bathroom rentals, liquor license processes.
- Support the Executive Committee in developing the long-term vision for Tosa Tonight, the board, committees, and volunteer growth to ensure sustainable organizational success.
- Work closely with Legal Advisor to ensure that the board is compliant with 501c3 regulations and meets the structure per the agreement with the City of Wauwatosa.