

DOOR COUNTY MARITIME MUSEUM



Title of Position: Development Programs Manager

Reports to: Executive Director

Status: Exempt (generally part-time 4-day workweek and paid a salary)

Job Summary:

This position creates, sustains, coordinates, and oversees the strategic approach and tactical implementation of fundraising programs. Primary responsibilities include cultivating sponsor relationships, soliciting donations, coordinating volunteers for various fundraising projects, and sustaining fundraising programs.

Responsibilities and Duties:

1. Annual Fundraising Plan

- Draft the annual Fund Development Plan, and collaboratively review it with the Executive Director and the Fundraising Committee.
- Implement the Fund Development Plan in accordance with ethical fundraising principles.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals in support of the museum's strategic direction are being achieved.
- Monitor trends in the community or region and adapt fundraising as necessary.

2. Development Activities

- Develop and manage schedules for various fundraising activities to ensure strategic plans and fundraising processes are carried out in a timely manner.
- Identify foundations and governmental programs for potential support of DCMM programs. Prepare and submit grant applications to generate funds for the Museum.
- Oversee the planning and execution of special fundraising events as specified in the plan to generate funds for the Museum.
- Identify and develop corporate, community, and individual prospects for the Museum fundraising priorities.

- Administer the museum’s donor mailing list and database, and ensure the privacy and confidentiality of donor information restricted to specific individuals as defined by the Executive Director.
3. Development Program Financial
- Develop and gain approval for an annual budget of the fundraising programs.
 - Prepare regular reports on fundraising projects’ progress, receipts, expenditures, and net profit.
 - Monitor program finances and analyze reports.
 - Seek continual improvements to the projects to optimize profitability.
4. Philanthropy Promotion
- Create and sustain a culture of philanthropy among the staff and Board members through periodic, frequent counseling and coaching sessions in fundraising techniques & conveying non-profit success stories.
 - Foster an understanding of philanthropy within the Museum’s staff and Board.
 - Promote the Museum to its members, volunteers, and community stakeholders to maximize public awareness of the fundraising activities of the Museum.

Knowledge, Skills, and Abilities:

- Knowledge of non-profit developmental programs and philanthropy principles influencing sponsors’ donations.
- Computer skills in office software including Microsoft Word, Excel, Outlook, and PowerPoint; donor data software specific to the Museum and inherent in the developmental programs.
- Excellent communication skills to include speaking, listening and writing in a clear, thorough and timely manner.
- Ability to focus on donor needs to include anticipating, understanding and responding to the needs of the donors to meet or exceed their expectations.
- Ability to build relationships to include establishing and maintaining a positive work relationships with others, both internally to foster teamwork and externally.
- Ability to make decisions which are timely and in the best interest of the Museum.
- Excellent organizational skills to include ability to set priorities monitoring progress toward goals.
- Some travel and work outside the office is required.

Confidentiality and Ethics

- The Development Programs Manager is required to sign and follow specific requirements and general expectations of the DCMM Confidentiality Agreement.
- The Development Programs Manager is required to read, understand, and sign agreement to follow the Museum's Code of Ethics.

Minimum Background Qualifications:

- Bachelor's degree in business, marketing, public relations, or non-profit leadership
- Four (4) years experience in non-profit 501(c)3 development work
- Certified Fund Raising Executive (CFRE) designation is an asset

Personal Characteristics

- Excellent organizational and communication skills
- Results-oriented, goal seeking, objective driven
- Capable of establishing meaningful stakeholders relationships
- Ability to convincingly verbalize case and vision statements
- Self-starter with demonstrated business initiative
- Capable of functioning independently and collaboratively
- Outgoing, gregarious, friendly, creative, innovative

Working Environment & Flexibility

- Flexibility expected to respond to occasional evenings and weekends during major campaigns and special events
- Office environment at Museum, visits to major sponsors' homes, visits to business offices, meetings with sponsors over meals, large public meetings