



Door County Maritime Museum

Title: Development Manager

Reports to: Executive Director

SUMMARY

Door County Maritime Museum, located in Sturgeon Bay, Wisconsin showcases the area's rich maritime roots. To help celebrate and preserve maritime history, the Door County Maritime Museum is seeking a full-time Development Manager to join the museum team. This position is primarily responsible for identifying, cultivating, soliciting, and stewarding gifts from individuals, corporations and foundations to support the Door County Maritime Museum in Sturgeon Bay, Cana Island Lighthouse in Baileys Harbor and the Death's Door Maritime Museum in Gills Rock. The objective is to raise funds to enhance our visitor's experience, support the Tower expansion project and provide resources for facility enhancement at all three locations. Some travel and work outside the office is required.

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.
 - Draft and grow the annual appeal campaign and coordinate the printing/mailing with staff.
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 all museum programs.
 - Prepare and submit grant applications to generate funds for the museum. Also responsible for grant reporting, follow-up and organization.
 - 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.

- Develop, manage, oversee and cultivate donor retention efforts as well as donor relationship management efforts.
 - Develop and grow a Planned Giving program and Estate Planning program.
 - Develop a plan for growing the museum's Endowment.
3. Development Financial Activities
- 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.

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.
- Results-oriented, goal seeking, objective driven.
- Capable of establishing meaningful stakeholder's 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 and innovative.

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

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the noise level

in the work environment is usually quiet. There will be times when this position is expected to travel or work off-site and as such may be subject to various climates including winter exposure.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

HOW TO APPLY

Qualified applicants are encouraged to apply by sending a resume to:

Attn: Amy Paul, Executive Director
Door County Maritime Museum & Lighthouse Preservation Society
120 North Madison Avenue, Sturgeon Bay, WI 54235
Tel: 920-743-5958 | info@dcm.org | www.DCMM.org