



PO Box 62, New London, WI 54961 | info@fnlpm.org

Join Our Organization as the Director of Development!

Are you a dynamic and passionate fundraiser with a knack for community engagement? Friends of New London Public Museum (FNLPM) is seeking an enthusiastic Director of Development to spearhead fundraising efforts as the New London Public Museum gears up for an exciting expansion in the next 3-5 years. This new, part-time position (24-30 hours per week) is funded for three years with the potential for extension. It's a fantastic opportunity to shape the future of both FNLPM and the museum while having fun and making a significant impact.

Friends of New London Public Museum (FNLPM) is a 501 (c)(3) that develops financial resources and advocates for the New London Public Museum. Through this mission, FNLPM's vision is to be a catalyst to grow the impact of the New London Public Museum, a city-owned multi-topic museum.

No phone calls, please! To apply, email a letter of introduction, resume, and three references to "Selection Committee" at info@fnlpm.org.

Position Title: Director of Development

Reports To: Board President/Board of Directors

Status: Part-time non-exempt, \$27 to \$32/Hour working 24 to 30 hours per week with a flexible schedule

Supervises: None

Organization Overview

Friends of New London Public Museum (FNLPM) is a 501 (c)(3) that develops financial resources and advocates for the New London Public Museum. Through this mission, FNLPM's vision is to be a catalyst to grow the impact of the New London Public Museum, a city-owned multi-topic museum which is anticipated to undergo expansion within the next 3-5 years.

Position Summary

The Director of Development:

- is the chief fundraiser, leader and community face of FNLPM.
- is responsible for planning and implementing strategies to build FNLPM's financial resources.
- plays the lead role in the capital campaigns for the museum's expansion in collaboration with FNLPM Board of Directors, Museum Director, NL Library/Museum Board.
- engages in member and donor stewardship as well as community outreach.
- assists the board of directors, officers and committees with tasks and activities critical to FNLPM's operation.
- maintains a close working relationship with the Museum Director.

Duties & Responsibilities

The Director of Development may engage the expertise and resources of FNLPM Board members, committees, and volunteers as appropriate to aid in fulfilling the following responsibilities, however the individual is ultimately responsible for performance in the following areas:



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Fundraising/Development (70%)

- Develop and execute a comprehensive, board approved fundraising plan to increase the sustainability of funding raised by FNLPM in support of short-range and long-range plans of NLPM as well as FNLPM's general operations.
- Personally lead and conduct all developmental activities including cultivation, stewardship, and direct solicitations of members, donors, sponsors, and other funding providers.
- Foster FNLPM Board members participation in fundraising and stewardship activities as appropriate.
- Develop materials such as marketing collateral, donor solicitation correspondence and materials to support FNLPM/Museum initiatives.
- Maintain relationships with professional development organizations to keep up with fundraising trends and best practices.
- Identify, explore, evaluate, and potentially apply for grants.

Fundraising/Membership Administration (10%)

- Responsible for the donor database including cataloging gifts, donations, and membership communications.
- Provide monthly reporting to FNLPM Board containing financial data, membership data/information and results of fundraising goals and activities.
- Provide guidance and support to FNLPM Board for the Annual Membership Meeting and other member-focused events.
- Maintain confidentiality of FNLPM donor information and fundraising activities.

Communications & Public Relations (10%)

- Advance FNLPM and museum mission/vision in a positive manner.
- Develop and distribute FNLPM member and public communications assuring message consistency and timely execution, including:
 - Membership correspondence, emails, newsletters, etc.
 - FNLPM website updates and maintenance
 - FNLPM social media
 - Media releases promoting FNLPM news, initiatives, events, etc.
 - Flyers, signage, and other collateral materials
- Represent FNLPM at community meetings/events and at city meetings as appropriate.

Administration (10%)

- Participate in FNLPM Board and committee meetings as a non-voting member.
- Collaborate with FNLPM Board and committees to assure consistency and timeliness of required tasks and responsibilities inclusive of:
 - Board meeting agenda preparation and meeting minutes
 - Tracking Board member information (e.g. contact info, terms)
 - Updating and maintenance of FNLPM records and Board member access to filesharing (ref. Dropbox)
 - Organizational record keeping, reporting required by IRS and WDFI



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Director of Development Preferred Skills

Education: Certified Fund Raising Executive (CFRE) with a minimum of bachelor's degree in nonprofit administration, business administration, communications, or similar field.

Experience: 3-5 years professional development experience with demonstrated results in various aspects of fundraising including but not limited to annual giving, capital/endowment campaigns, membership program development/operation experience

- Proficiency in public speaking, written and verbal communication skills.
- Demonstrated knowledge of non-profit and regulatory best practices.
- Organizational and leadership skills.
- Strategic thinking and analytical skills.
- General understanding of budgeting and finance related performance standards.
- Proficient in the use of social media and technology.
- Experience in organizing public events managing multiple projects.
- Ability to prioritize tasks and activities.

Interpersonal: Outstanding interpersonal skills with ability to work collaboratively and build community relationships. Must have desire and ability to effectively work with a variety of stakeholders and volunteers on a day-to-day basis.

Work Environment/Environment Condition

Work from home with use of museum office and/or meeting room space as available.

Physical Requirements

Ability to lift items up to 50 pounds

Ability to walk, bend, kneel, twist, stand and/or sit for an extended period of time.

Compensation

Wages – Est. \$30K - \$40K annually or \$27 to \$32 per hour

Schedule

24 to 30 hours per week, generally Monday-Friday with occasional evenings and weekend days as events warrant

Benefits

Flexible Schedule

Use of laptop computer

\$50/month cell phone stipend