



Wisconsin Maritime Museum
Director of Development & Advancement

Location: 75 Maritime Drive, Manitowoc, WI 54220

Position Title: Director of Development & Advancement

Reports to: Executive Director

Job Type: Full-Time Salary

Compensation: \$60,000 - 80,000

Application Deadline: January 15, 2025

Background:

The Wisconsin Maritime Museum is seeking a Director of Development & Advancement who is directly responsible for raising funds to support the museum's mission and sustainability. The museum envisions critical fundraising efforts to garner support for significant capital projects, including preservation of the submarine USS *Cobia*, renovations to the museum's collections storage facility, as well as maintenance upgrades at the museum.

Position Description:

The Director of Development & Advancement is primarily responsible for writing grants and securing major gift fundraising to support capital projects, collections care, exhibit development, education and engagement programs, as well as the museum's operating budget. This position will report to the Executive Director and will work collaboratively with the senior management team, board members, as well as museum staff and volunteers. The Director of Development & Advancement will provide input and supervision of staff that manage communications, memberships, and outreach programs.

Principal Duties and Responsibilities:

- Collaborate closely with the Executive Director, Operations Director and Business Manager to envision, develop, and implement a robust fundraising infrastructure to support the Museum's mission, including creating and strengthening processes, researching and co-writing grants, building out a strategic development plan, and growing the pipeline of philanthropic support.
- Develop grant proposals based on the museum's operating and program funding needs and as aligned with the criteria of funding agencies. Oversee the facilitation of grant

proposals, including assembling research, data collection, writing, budget information and supporting materials.

- Strengthen relationships and collaborations between the Museum and local, state and national stakeholders.
- Develop and maintain a portfolio of prospects and move these individuals, foundations, and corporations through the donor engagement process by implementing cultivation and stewardship strategies to advance the Museum's fundraising needs.
- Strategically plan, develop, and oversee cultivation activities with donors, prospective donors, and corporate/foundation representatives, including visits to the Museum and special events.
- Evaluate giving trends and recommend targeted strategies for increasing engagement and financial support.
- Build the Museum's endowment to provide a higher level of sustained support.
- Work closely with the Executive Director and Board of Trustees on fundraising strategies and priorities.
- Provide guidance, mentorship, and performance feedback to team members. Foster a culture of collaboration, innovation, and excellence within the team.
- Collaborate with the communications team to ensure effective annual appeal or other relevant messaging/materials including high-level proposals.
- Represent the organization at fundraising events and meetings.

Qualifications & Skills:

REQUIRED:

- Minimum of a Bachelor's degree with at least five years of direct fundraising experience, preferably within a museum, cultural institution, higher education, or nonprofit organization.
- Experience managing a team, setting annual staff goals, and monitoring for performance.
- Excellent interpersonal, organizational, project management, time management, and written and oral communication skills.
- An entrepreneurial approach to developing a prospect pool.
- Ability to manage multiple projects with confidentiality and discretion.
- Computer proficiency, including Google Suite and Microsoft Word, Excel, PowerPoint, etc.

PREFERRED:

- Proven record of cultivation and solicitation of major gifts, grant writing experience and successful grant awards.
- Experience in nonprofit leadership, history, technology and/or the arts.
- Must be able to work occasional evening and weekend hours with some advance notice.

About the Museum:

The Wisconsin Maritime Museum was founded more than 50 years ago as a small submariners' memorial that would recognize Wisconsin's contributions to WWII efforts. Since then, we've grown to be one of the largest maritime museums in the Great Lakes region, with exhibits on shipwrecks, maritime industry, ship models, art and more. The institution is accredited by the American Alliance of Museums. Our mission is to connect all people with Wisconsin's waterways, by engaging and educating the public about the Great Lakes, Wisconsin's maritime history, Wisconsin's World War II submarines and USS *Cobia*.

About Manitowoc:

Manitowoc presents a mix of affordability, natural beauty, cherished cultural attractions, and a vibrant community spirit. Situated within a short drive of major cities and additional tourist spots, residents enjoy access to a wide array of amenities and enriching experiences. The city's lower cost of living, influenced by housing, utilities, and transportation expenses, provides a more budget-friendly lifestyle, making Manitowoc an appealing place to reside and work. Stroll the riverwalk to the lake and watch freighters move tons of materials in and out of our hard working port.

To learn more about Manitowoc Visit:

[Coolest Coast® Wisconsin's Coastal Communities](#)

[City of Manitowoc 150th Anniversary: Look at Where We Live \(youtube.com\)](#)

[Wisconsin Cost of Living | The New North](#)

Commitment to Diversity, Equity, Accessibility & Inclusion:

The Wisconsin Maritime Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.

Inquiries and Applications:

Please email questions to Alyssa Saldivar: asaldivar@wisconsinmaritime.org

Applicants can send cover letters and resumes to: asaldivar@wisconsinmaritime.org

Application deadline: January 15, 2025

Desired start date: March 3, 2025