



ANNAPOLIS MARITIME MUSEUM

Annapolis Maritime Museum *Development Director*

The Annapolis Maritime Museum is dedicated to preserving and commemorating the maritime heritage of Annapolis and the neighboring waters of the Chesapeake Bay. We are actively recruiting a Director of Development. This first-time position will be based in the Museum's headquarters – the newly renovated McNasby Oyster Company building in Eastport.

BACKGROUND

In September 2003 Hurricane Isabel devastated lower lying areas of Annapolis and severely damaged the historic McNasby Oyster Company building, the home of the Annapolis Maritime Museum. Seizing on this event as an opportunity for a new beginning, the Museum has enjoyed a remarkable period of development and growth.

The McNasby building has been completely renovated at a total cost of about \$2 million and now encompasses offices, exhibit and program spaces. New docks have been constructed which provide direct deep water access from our waterfront site to the Chesapeake Bay. And, we have become an integral and highly visible part of the Annapolis and regional "scene" with events and programs taking place year round.

In addition, our outreach has increased dramatically. Innovative Education Programs have been developed and launched for elementary and middle school pupils to an enthusiastic reception. This initiative resulted in a two-year grant from NOAA to hire a full-time Education Director which will lead to a significant expansion in the number of children able to participate.

In addition to raising the funds for the McNasby restoration we have been able to generate support for an operating budget of about \$300,000 to fund a staff of three together with general operating expenses.

THE CHALLENGE AHEAD

We now plan to move into a new phase which will require a substantial increase in funding. Over the next three years we will complete our exhibit plan for McNasby's and begin work on the other elements of our overall interpretive plan. We will also fund a sustainable increase in our Operating Budget to \$500,000 a year and begin to build an endowment to support the Museum over the long term.

THE POSITION

The Development Director will be expected to embrace, advocate and articulate for the Annapolis Maritime Museum's mission, values and history. He or she will have overall responsibility for generating

revenue for the Museum's operating and capital needs with a substantial increase in the level of income as the long-term objective.

He or she will report to the Executive Director for staff and resource coordination and to the Board of Directors for the planning and implementation of a comprehensive fundraising plan.

The Board will designate a Lead Director for this activity. The Development Director also will be active in the leadership and management of the organization, particularly in overall strategic planning and direction, and financial management.

The Development Director will be responsible for:

- Developing for Board approval a long-range fund raising strategy that supports the Museum's objectives.
- Preparing an annual fund raising plan (revenue and expense) and achieving agreed targets.
- Identification, cultivation, solicitation and stewardship of existing and new donors and grantors embracing Individual Giving, Foundations, Corporate Giving and Public sources.
- In collaboration with the Executive Director and Education Director, preparing and submitting major grant applications and establishing a grant calendar together with a comprehensive and robust system for managing and status-reporting for all restricted grants and donations.
- Providing leadership and input into planning and executing large fund raising events.
- Membership development and planning and management of the Annual Fund campaign.
- Developing the business cases for non-traditional revenue producing activities.
- Driving and supporting Board Members' fund raising by maximizing Board contacts and referrals, producing support materials and scheduling appointments and follow up.

QUALIFICATIONS AND REQUIREMENTS

- Minimum of 5 years of fundraising experience, with an ability to communicate mission and raise funds via direct mail, face-to-face and through events. Major Gift experience preferred.
- Bachelors Degree in a related field such as Communication, Marketing, Business Administration, Non profit Management. Non profit professional development training desired. CFRE preferred.
- Demonstrated success in developing and executing fundraising campaigns for non-profits using all available techniques.
- Experience in grant writing and management.
- Proven ability to manage multiple multi-faceted activities.
- Strong interpersonal skills, ease and confidence in interacting with Board of Directors, high capacity donors, Foundation and Agency Directors, politicians and other important stakeholders.
- Excellent oral and written communication skills, including presentations and public speaking.
- Computer literate and proficient in relevant software tools.
- Entrepreneurial, strategic-thinking, results oriented.
- Ability to work comfortably in a small office environment, with no direct support except from volunteers.

COMPENSATION

Compensation is negotiable but will not exceed \$45,000 per year. Salary able to grow based on meeting objectives. The Museum offers full-time employees a Blue Cross Medical/Vision/Dental program, paid vacation, and a flexible working schedule.

APPLICATION

Applicants should submit a cover letter and resume addressing experience and other qualifications to the following address:

Ms. Mary Ostrye
Annapolis Maritime Museum
723 Second Street
Annapolis, MD 21403

Applications also will be accepted electronically at this address: office@amaritime.org.
Please put "Development Director" in the subject line.