



Legacy of the Lakes Museum & Gardens
Alexandria, Minnesota
Development Director
Starting at \$60,000/year
Health & retirement benefits available

ORGANIZATIONAL SUMMARY:

The Legacy of the Lakes Museum and Gardens in Alexandria, Minnesota, celebrates the shared memories and experiences of lake life and preserves and presents that legacy for future generations. Founded in 1995, the Museum holds one of the premier collections of vintage boats in the world. Exhibits include inboard and outboard boats, Fishing Gallery, Minnesota Boat Builders, and Grand Hotels and Resorts, as well as special exhibitions exploring the history and culture of lake life.

POSITION SUMMARY:

The Development Director works closely with the Legacy of the Lakes Museum (LOLM) leadership team and Board of Directors to develop and implement a comprehensive fundraising plan that supports a sustainable Development Program aligned with the Museum's mission and long-term goals.

Responsibilities:

Individual Donor Development, Stewardship, and Communications:

- Create and implement an annual Development Plan.
- Partner with the Development Committee and Chair to identify existing donor relationships, support Development Plan approval, and structure committee agendas and meeting schedules.
- Manage a portfolio of donors and prospective donors through effective cultivation, solicitation, and stewardship.
- Communicate the organization's mission, vision, and programs to current and prospective donors.
- Plan and execute fundraising initiatives, including the annual Nautical Night fundraiser, Leadership Circle Membership Program, Planned Giving Program, and other fundraising campaigns.
- Oversee the development of fundraising materials and collateral.

Foundation Relations:

- Research and identify likely foundation prospects.
- Develop funding priorities in partnership with the Executive Director to appropriate for grant funding.
- Engage program officers to assess funding alignment and likelihood of support.
- Coordinate development of grant proposals in with program leads and a contract grant writer, as needed.
- Oversee grant submission, reporting and follow-up.

Development Management:

- Partner with the Executive Director and Associate Director to annually review and refine the sponsorship program, including sponsorship levels, benefits and monetary and in-kind opportunities.
- Develop and implement sponsor acknowledgement and recognition policies and procedures.
- Research, cultivate, and document prospective sponsors.

Development Management Cont'd:

- Conduct and track outcomes of face-to-face visits with prospective sponsors and underwriters.
- Oversee creation of sponsorship materials and collateral.
- Plan and host sponsor appreciation events.

Membership Program:

- Provide strategic guidance for the Museum's membership program aligned with development and engagement goals.
- Collaborate with the Development Committee and staff to strengthen member retention and communications.
- Develop strategies to grow membership and deepen member engagement.
- Ensure membership materials and initiatives remain accurate, current, and aligned with development objectives.

Other Duties as Assigned:

- Support museum events, programs, and activities in a collaborative, small-team environment.
- Assist across departments as needed based on organization priorities and capacity.
- Represent the Museum at public events, community programs, and special activities, which may include local, regional, or occasional travel, as requested.

Qualifications:

- Bachelor's degree in a related field and/or CFRE preferred.
- Experience working in a small nonprofit or museum environment.
- Experience managing small and large fundraising events.
- Experience coordinating giving programs and running fundraising campaigns.
- Desire to build external relationships and engage donors outside the office.
- Demonstrated ability to successfully solicit contributions and sponsorships and meet fundraising goals.
- Knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Strong interpersonal skills and excellent written, verbal, and digital communication abilities.
- High level of discretion and confidentiality regarding donor information.
- Ability to work effectively with staff, board members, and volunteers.
- Self-starter with a goal-driven approach to donor visits and fundraising outreach.
- Knowledge of tax advantages related to charitable contributions and planned giving.
- Strong attention to detail and ability to manage deadlines.
- Familiarity with Microsoft Office, email platforms, virtual event tools, and fundraising databases such as DonorPerfect.
- Ability to work occasional evenings and weekends as needed.

Those interested should send a cover letter and resume to Andy Balendy at andy@legacyofthelakes.org.