

SEEKING SOMEONE WITH DEVELOPMENT EXPERIENCE TO JOIN OUR BOARD OF DIRECTORS.

The Lowell's Maritime Foundation Board-Development Committee Lead

We are looking for an enthusiastic board member to lead our development initiatives to secure financial support for Lowell's Maritime Foundation. The board member will lead the board in achieving fundraising goals while cultivating relationships with funders, employees and volunteers. Our candidate would be an active participant in the community and a visible part of fundraising events.

The successful board member will build lasting relationships with donors, and keep them informed on how their financial support is helping LMF achieve its mission. Preferred candidates will have fundraising experience, be self-motivated, and work well in a team environment.

Development Committee Head Responsibilities:

- Collaborating with the rest of the board of directors to create and implement a fundraising plan.
- Collaborating with the media team to develop a digital fundraising strategy.
- Furnishing board with regular progress reports.
- Identifying and building relationships with new donors.
- Maintaining relationships with existing sponsors.
- Securing financial support from individuals and organizations.
- Managing fundraising and special events.
- Working with the staff to generate development materials such as grants and case statements.

Board Member Job Description

The Board will support the work of LMF and provide mission-based leadership and strategic governance. While day-to-day operations are led by LMF's Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the ED as s/he develops and implements LMF's strategic plan
- Reviewing outcomes and metrics created by LMF for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving LMF's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the ED
- Assisting the ED and board chair in identifying and recruiting other Board Members

- Partnering with the ED and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing LMF to stakeholders; acting as an ambassador for the organization
- Ensuring LMF's commitment to a diverse board and staff that reflects the communities LMF serves

Fundraising

LMF Board Members will consider LMF a philanthropic priority and make annual gifts that reflect that priority. So that LMF can credibly solicit contributions from foundations, organizations, and individuals, LMF expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

Board terms/participation

LMF's Board Members will serve a three-year term to be eligible for re-appointment for one additional term. Board meetings will be held monthly and committee meetings will be held in coordination with full board meetings.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about LMF's mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, education, philanthropy, or the nonprofit sector
- A commitment to and understanding of LMF's mission & vision, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convincing, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the quality of LMF's offerings and the sustainability of the organization.

Service on LMF's Board of Directors is without remuneration.

Please email our executive director if this position interests you

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