



Title: Grants & Development Coordinator

Position Type: Full-Time – Exempt

Pay Range: \$70,000-\$80,000/year

Closing Date: Open until the position is filled

Location: Seattle, WA

About the Northwest African American Museum:

The Northwest African American Museum (NAAM) is one of the most significant voices for the Black experience in the Pacific Northwest. It is a premier cultural institution in Seattle, WA, sitting at the heart of the African American experience. NAAM's mission is to spread knowledge, understanding, and enjoyment of the histories, arts, and cultures of people of African descent for the enrichment of all.

NAAM produces exhibitions, public programs, educational experiences, and events that center the Black experience by featuring visual arts, music, literature, and the history of African Americans in the Northwest and the nation. NAAM is more than a museum. NAAM serves as a source of community, connection, understanding, and empowerment. NAAM's guiding pillars are advancing equity & justice, cultivating educational empowerment, and centering & celebrating Black history, arts, and culture.

The Opportunity:

NAAM seeks a detail-oriented and mission-driven individual to join as a Grants & Development Coordinator. This position is a key member that works under the direction of the Development Director and is responsible for researching, identifying, writing, and managing grants to a wide range of public and private external funding agencies to strengthen and advance NAAM's fundraising capacity. This professional will also manage the museum's donor and member database and support fundraising efforts.

An ideal candidate has significant experience in the full life cycle of grants management as well as database management. We are looking for someone who is a strategic and systems thinker, and who is capable of working on multiple deadlines to expand and enhance the grants and contracts work in a diverse and multi-functional organization like NAAM. This position will be crucial to the organization's continued growth, affording the museum the ability to continue its positive impact on the community.

Primary Responsibilities:

NAAM is a collaborative work environment where all employees participate in planning and carrying out the organization's mission and goals. Ideal qualifications include a passion for NAAM's mission with a strong understanding of and respect for African American history and culture. In addition, this position is specifically responsible for the following:

- Grant writing:
 - Write compelling funding proposals and manage the administration and allocation of grants and contract
 - Conduct ongoing prospect research to identify funding opportunities to support the strategic priorities for NAAM
 - Develop and maintain ongoing working knowledge of NAAM's strategic plans, vision, and exhibitions to articulate fundraising objectives to donors and prospective donors
 - Create and manage an annual work plan forecasting a full range of grant development, application, and the administration
 - Maintain and ensure compliance with grant and contract requirements
 - With the Development Director, develop and implement policies and procedures related to grants
 - Develop and synthesize content and supporting arguments for grant proposals
 - Develop multi-channel written content for Development campaigns and events to increase individual giving
 - Provide stewardship and cultivate partnerships with public and private external funding agencies, and government contractors, and manage the grants tracking process
- Database Management:
 - Oversee and manage the donor/member relations and membership database
 - Ensure timely and systematic processing of payment transactions, donations, and membership information for efficient reporting
 - Work closely with NAAM's CPA/Bookkeeper to complete annual reports and other required tax filings
 - Manage and oversee the Workplace Giving Program
- Development Support
 - Organize events and exhibit-related sponsorships, along with providing direct support of fundraiser gala to increase the annual revenue stream
 - Assess in-kind gift needs and opportunities and steward relationships to solicit gifts
 - Perform other duties as assigned by the Development Director and/or President & CEO and act in the capacity of other positions as needed.



Ideal Qualifications

- Bachelor's degree is required. Candidates with a graduate degree are preferred
- A minimum of 5 years of successful grant writing experience and proven ability to secure government and private funding
- Proven success in writing and managing grants of \$500k - \$1 million from various sources at the local, state, and national levels
- Demonstrated commitment to museum operations and African American history
- Excellent oral and written communication skills; ability to edit and proof documents
- Familiarity with Altru/Blackbaud fundraising platform
- Ability to prioritize, multi-task, balance competing priorities, and meet deadlines
- Ability and desire to work with a diverse range of people
- Strong strategic and critical thinking skills
- Demonstrated ability to work in a cooperative and collaborative environment
- Ability to work occasional evenings and weekends
- Sense of grace under pressure

This is a full-time, on-site position with a salary of \$70,000-\$80,000/year and generous perks and benefits.

To apply, please submit your resume and cover letter to HR@naamnw.org.