

## **DEVELOPMENT DIRECTOR– Job # NAAM002**

<b>Reports to</b>	Executive Director
<b>Schedule</b>	Full-Time
<b>Location</b>	Seattle, WA (Remote Possible)

### **About This Role:**

The Development Director provides overall leadership in the development, implementation, management and evaluation of the Museum’s plan to cultivate support through major and individual gifts, planned giving, corporate and foundation funding, membership, and special events. He/She oversees day-to-day management of development efforts and serves as a critical member of a small but dedicated staff. You will work with the Executive Director (ED), Board of Directors, and Development Committee, building strong team dynamics.

### **What You Will Do:**

#### Planning & Reporting (5%)

- With input from ED, creates the museum’s master Development Plan.
- Create and maintain integrated calendar of appeals that includes annual giving, membership and major donor mailings/communications and events.
- Provide ED with yearly and monthly projections that forecast gift, pledge, grant, sponsorship, membership and special events revenue.

#### Fund Development (25%)

- Plan and execute 365-day fundraising cycle including, but not limited to, seasonal appeals (e.g., Black History Month; end-of-year appeal), online “crowd-funding” programs (e.g., Seattle Foundation’s GiveBIG), and special events (e.g., annual Unity Luncheon fundraiser; major donor events; friend-raisers and donor appreciation events).
- Design and execute individual donor cultivation, solicitation, stewardship, and communication strategy and plans.
- Cultivate, maintain, and deepen relationships with existing portfolio of funders/supporters.
- Oversee relationships with foundations and corporate funders and prospects.

#### Major Gifts (25%)

- Provide leadership and oversight in developing strategies to expand major individual giving.
- Create a tactical plan for cultivating, soliciting, and stewarding major donor caseload, regularly review major donor revenue, and adjust tactical plan as needed.

#### Membership (15%)

- Provide leadership to improve the development and implementation of increased membership.
- Partner with Marketing/PR to create and execute membership promotions.
- Ensure a comprehensive process to track and report accurate visitor attendance is provided for museum-wide reporting.

#### Community Outreach and Special Events (10%)

- Oversee all fundraising event processes.
- Take the lead in obtaining corporate sponsorship for events.
- Identify community events to bolster museum's visibility and establish a positive presence.
- Evaluate, respond to, and track requests from external organizations for donations to fundraisers, auctions, etc.

#### Grant Writing (5%)

- Oversee grant identification, application, maintenance and evaluation efforts.
- Work with Development Officer to identify, research, and evaluate foundation, corporate and government grant opportunities
- In collaboration with Development Officer, work with exhibit and program staff to develop, write and coordinate grant proposals.
- Maintain annual grant registry of proposals, grants received, and grant reporting deadlines.
- Coordinate grant reporting with primary responsibility for operations grants reporting.
- Coordinate onsite visits from foundations and corporations.

#### Donor Database and Donor Acknowledgement/Recognition (5%)

- Enter all gifts into Little Green Light database and process all bankcard gifts.
- Generate and mail gift acknowledgement letters and pledge reminder letters.
- Conduct reconciliation between LGL and Quickbooks of gifts for previous month.
- Generate donor lists for annual Gratitude Report and Donor Wall Panel.
- Manage donor database and maintaining/improving integrity of donor records.
- Produce monthly and ad hoc reports as requested.

#### Organizational Management (10%)

- With input from ED, responsible for final approval of all Development policies and procedures (e.g., membership, data entry, gift acceptance, receipting, reporting, etc.).
- Maintain up-to-date Development Department Policies & Procedures Manual.
- Monitor effectiveness and analyze results of all fundraising strategies and programs.
- Manage and oversee external workplace giving programs.
- Fully participate as a member of the leadership team, attending board meetings as needed and participating in all staff meetings, trainings, and retreats.
- Supervise Development staff, interns, and volunteers.
- Other duties as assigned

#### **What You Will Bring**

- Working knowledge of and a proven level of success in fundraising.
- Strategic thought with excellent research, writing, and analytical skills.
- Demonstrated familiarity with budgets and the budget-development process.
- Experience as a successful event planner and management of volunteers/staff.
- Articulate and professional demeanor with strong self-confidence and initiative.
- Superior written and verbal communication skills, including excellent public speaking skills

- Exceptional organizational skills, with the ability to work under pressure, meet deadlines, and manage multiple assignments
- Passion for and understanding of the museum's mission, vision and values
- Ability to maintain strict confidentiality

### **What Makes You Qualified**

- Bachelor's degree from an accredited institution.
- Minimum 2–3 years' professional experience in fundraising with a track record of success.
- Specific experience in individual giving and/or major gifts.
- Development experience, excellent donor cultivation skills, membership cultivation and management are essential.
- Excellent writing, speaking, interpersonal skills and customer service skills
- Working knowledge of integrated donor database software required.
- High level of computer literacy including cloud-based productivity applications, Microsoft Office suite, calendaring, and screen-sharing/online meeting applications
- Ability to work on a wide range of projects independently and collaboratively and with a diverse audience.

### **What Makes You Well Qualified**

- Advanced degree.
- Familiarity with Little Green Light donor database.

To apply for this opportunity, submit your resume and a cover letter detailing what about your KSAs makes you ideal for this role to: [rwilson@naamnw.org](mailto:rwilson@naamnw.org).

Not for you? Check out these other opportunities: [Grants Writer & Development Officer](#) | [Marketing, Sales, & Communications Coordinator](#) | [Security & Events Assistant \(PT\)](#) | [Programs & Community Engagement Manager](#)

### **Equal Opportunity Employer**

The Northwest African American Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.