Title: Development Director
Reports to: President & CEO
Starting Salary: $75,000 - $110,000/yr
Status: Full-time with benefits

The Northwest African American Museum (NAAM) is a regionally-prestigious institution that deeply matters to people as a reliable, remarkable, and relevant space where we open minds and change lives through African American history, art, and culture. Since opening in 2008, hundreds of thousands of visitors have come to the museum to view our permanent and rotating exhibitions, participate in dynamic public programs, or take part in private events. Located in the historic Colman School within Seattle’s Central District, NAAM is the only African American museum in the Pacific Northwest region. We use black history, art, and culture as a starting point that inspires, empowers, and informs all visitors about ourselves and our shared past. With an annual organizational budget of 2 million dollars, over 700 donors and over 200 members, NAAM is an important cultural heritage site that focuses on educational impact, community and regional engagement, and operational excellence.

NAAM seeks a highly-skilled fundraiser to serve as our Development Director. 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. The Development Director oversees day-to-day management of development efforts and serves as a critical member of a small but dedicated staff. This position works in close relationship with the President & CEO, the Board of Directors, and the Development Committee. The Development Director directly supervises a Grants & Development Coordinator, with the potential of growing the Development team in the future.

Areas of Primary Responsibility

Organizational Leadership and Strategy
- Lead NAAM’s fundraising strategy, including individual and institutional giving, membership, and special events
- Collaborate with President & CEO to grow revenue in support of NAAM’s strategic plan
- Provide supervision and oversight to the Grants and Development Coordinator
- Fully participate as a member of the leadership team, attending board meetings as needed and participating in all staff meetings, trainings, and retreats
- Provide leadership and serve as a resource for NAAM’s Development Committee
- With input from President & CEO, responsible for final approval of all Development policies and procedures and maintaining up-to-date Development Department Policies & Procedures Manual
• Provide President & CEO with yearly and monthly reports on development activity and create projections that forecast gift, pledge, grant, sponsorship, membership and special events revenue
• Serve as an ambassador for the museum by giving public presentations, creating opportunities to grow outreach, and increasing the museum’s visibility

Development Operations and Revenue Generation
• With input from President & CEO, create the museum’s annual Development plan, including an annual calendar of appeals and special events
• Design and execute donor identification, qualification, cultivation, solicitation, and stewardship strategies to grow individual giving revenue
• Partner with External Affairs to create and execute membership promotions to further increase museum visibility and increase membership
• Develop sustainable grant funding through identifying and applying for new grant opportunities, overseeing compliance with existing grant requirements, and maintaining excellent relationships with funders
• Support the fundraising role of the leadership by providing guidance on donor strategy and ensuring that the President & CEO and Board Members are prepared for donor meetings
• In partnership with External Affairs, develop an impact-driven messaging framework, social media strategy, and donor-facing marketing plan to support fundraising
• Provides oversight to all aspects of the donor database, generating reports, and executing gift acknowledgments, while maintaining data integrity

Qualifications
• A proven and demonstrated level of success in fundraising efforts
• Working knowledge of all areas within fund development
• Strategic thinker with excellent planning and analytical skills
• Demonstrated familiarity with budgets and the budget-development process
• Experience with event planning on limited budgets, ability to manage volunteers and staff
• Articulate, professional demeanor with strong self-confidence and initiative
• Superior written and verbal communication skills
• Exceptional organizational skills, with the ability to prioritize, meet deadlines, and manage multiple assignments
• Passion for and understanding of the museum’s mission, vision and values
• Ability to maintain strict confidentiality

Requirements
• Bachelor’s degree or equivalent professional experience in a relevant field is required. A master’s degree would be an advantage.
• Minimum 3–5 years’ professional experience in fundraising with a track record of success
• Development experience, with specific experience in individual giving and/or major gifts
● 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 virtual meeting applications
● Ability to work on a wide range of projects independently and collaboratively and with a diverse audience.
● Some evening/weekend work required

Benefits Summary
As a full-time employee of NAAM you receive medical, dental, and vision benefits, 2 weeks PTO with yearly expansion, 10 paid holidays, a flexible working schedule and opportunities for Professional Development.

To apply for this professional opportunity, submit your resume, statement of intent explaining why you want to work with NAAM (cover letter), and relevant writing sample to: HR@naammnw.org.

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.