



**National  
Nordic  
Museum**

2655 NW Market St  
Seattle, WA 98107

[nordicmuseum.org](http://nordicmuseum.org)

## Job Posting Chief Community Officer

**Reports to:** Executive Director/CEO

**Department:** Community Relationships

**Status:** Full time, exempt

**Compensation:** \$175,000-\$195,000 per year

**Schedule:** 40 hours per week, including some evenings and weekends.

**Location:** On-site

**Benefits:** The benefits package for this role includes paid sick leave, vacation, and holidays; access to our 403(b)-retirement plan, medical/dental insurance plan, and Flexible Spending Account; and exclusive Museum discounts.

**Masked hiring policy:** In an effort to reduce unintended biases, an attempt will be made to mask all candidates' identities and demographic details during the initial screening process. We ask candidates not to include photos or other unnecessary personal details in their submissions.

**Date Posted:** 12/6/2024

### **Position Overview:**

The Chief Community Officer leads the Museum's connections to people in the communities we serve. The CCO oversees the cultivation of supporters at all levels and the promotion of the Museum and its impact. Relationships with local, state and national governments, foundations, corporations, individual supporters, members, and volunteers are critical to the NNM. The CCO ensures that they all remain informed and engaged with the Museum's mission and impact, and continue to provide financial support to enable these activities. This position focuses efforts on engaging diverse supporters who are inspired by the NNM's mission to share Nordic culture, values, and ideas with all people- to inspire new futures, and the values of Openness, Social Justice, Sustainability, and Innovation. Success in this role will be measured by achieving goals for contributed revenue, grants, sponsorship, membership, volunteer engagement, media coverage, and special events performance.

### **Essential Job Functions:**

- Build deep and values-based relationships with supporters at all levels from all of the communities we serve, or may serve.
- Communicate the Museum's value to supporters and potential visitors and program participants locally, nationally and internationally.
- Enable constituents to financially support the Museum's impact.



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- Successfully obtain grants and sponsorships which support the Museum's impact.
- Oversee the staff management, budgeting, performance, and reporting of the Development, Marcoms, and Volunteer teams.

### **Knowledge, Skills, and Abilities:**

- Strong existing networks within local, regional, and national communities and a desire to build new ones.
- Experience and passion for outreach to all communities and relationship building with members, volunteers, staff, donors, companies, institutions, and board members.
- Deep understanding of values-based giving.
- Knowledge of grant funding and sponsorship opportunities and how to successfully engage with them.
- Interest in Nordic values, art, history, and culture.

### **Requirements:**

- 10+ years of experience with a progression of responsibilities in a related mission-driven non-profit field with an emphasis on development, marketing, and community engagement.
- A belief in the power of people from all backgrounds to make the world a better place for everyone.
- Proficient in Microsoft Office including Word, Outlook, Excel, Teams and PowerPoint.
- Valid driver's license to enable outreach activities.
- Ability to lift 20lbs. to assist in outreach booth setup and other needs.
- Ability to be seated/standing for extended periods.
- Weekend and evening work according to role needs.

**NOTE: This job description is not intended to be all-inclusive. All employees are expected to perform other duties to meet the ongoing needs of the organization.**

### **To Apply:**

Please e-mail cover letter and resume to: [hr@nordicmuseum.org](mailto:hr@nordicmuseum.org) with "CCO Application" in the subject line. Incomplete submissions will not be considered. No phone calls please. Position open until filled.



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### About the Museum

Founded in 1979, the National Nordic Museum (NNM) is the only institution of its size and scale in the United States to present the history and culture of the entire Nordic region (Denmark, Finland, Iceland, Norway, Sweden, the regions of the Faroe Islands, Greenland, and Åland, and the cultural region of Sápmi) and the legacy of Nordic immigrants to the United States. Additionally, the Museum features exhibitions ranging from historical examinations of African Americans who migrated to Nordic countries in the 20th century, to contemporary immersive installations by artists such as Jónsi.

Located along Seattle's working waterfront in an iconic building that embodies Nordic design, the institution is both a museum and a community gathering place.

### Our Mission

The NNM shares Nordic culture, values, and ideas with people of all ages and backgrounds to create connections, generate dialogue, and inspire new perspectives.

### Our Vision

Through the history we illuminate, the stories we tell, the connections we make, and the values we promote, we inspire our visitors to create a more vibrant, more just, more sustainable world.

### Our Values

- **Openness:** Foster trust and tolerance, and support everyone's right to express their opinions.
- **Sustainability:** Embrace a connection to nature and employ responsible practices that demonstrate respect for our environment.
- **Social Justice:** Exhibit compassion, respect others, and manifest a conviction for the equal value of all people.
- **Innovation:** Encourage creativity, resourcefulness, and new ways of thinking.

### Equal Opportunities for All

The National Nordic 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.