



**National  
Nordic  
Museum**

2655 NW Market St  
Seattle, WA 98107

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

## **Job Posting**

# **Membership and Annual Giving Manager**

**Reports to:** Director of Partnerships

**Department:** Development

**Status:** Full-time, non-exempt

**Compensation Range:** \$27-\$30 per hour

**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; unlimited Orca card; and exclusive Museum discounts.

**Date Posted:** 12/08/2025

## **Position Overview:**

The Membership & Annual Giving Manager oversees the Museum's membership program and annual giving initiatives for gifts up to \$10,000. Reporting to the Director of Partnerships, this role works collaboratively to develop and implement comprehensive giving and stewardship strategies, ensures high-quality donor and member experiences, and maintains accurate CRM records to support data-driven decision-making. The ideal candidate brings 3–5 years of fundraising experience with membership program experience highly preferred, demonstrates comfort and skill in gift solicitation, and thrives in a team-oriented environment.

## **Essential Job Functions:**

- Develop and implement comprehensive annual giving and membership strategies, in partnership with the Director of Partnerships.
- Manage the Museum's membership program, including acquisition, renewal, upgrades, and strategies to increase participation at higher membership levels.
- Manage annual giving programs for gifts up to \$10,000, including donor pipelines, appeals, campaigns, and related donor communications.
- Provide exceptional customer support to members, prospects, and donors through timely, knowledgeable service.
- Maintain accurate development records within the museum's CRM, including constituent data, dashboards, reports, and gift documentation.
- Track and analyze key performance indicators to achieve annual revenue and engagement goals.
- Contribute to cross-departmental and Museum-wide fundraising initiatives by providing membership and annual giving expertise.
- Support additional development projects and responsibilities as assigned.



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

- **Fundraising Expertise:** Ability to use current philanthropic trends and stewardship practices to design, manage and analyze comprehensive giving and stewardship programs.
- **Organizational Skills:** Strong attention to detail; ability to manage multiple projects, deadlines, and priorities.
- **Ethics & Integrity:** Demonstrated honesty, sound judgment, and commitment to maintaining confidentiality and donor trust; willingness to adhere to the Association of Fundraising Professionals (AFP) Code of Ethics.
- **Communication Skills:** Excellent interpersonal, written, and verbal communication skills with a commitment to providing outstanding customer service; strong public speaking and solicitation skills, and the ability to craft persuasive oral and written presentations.
- **Adaptability:** Ability to respond effectively to changing circumstances, donor needs, and institutional priorities.
- **Team Orientation:** Collaborative approach with willingness to support colleagues and contribute to shared goals.

### **Requirements**

- 3–5 years of fundraising experience; membership program experience preferred.
- Proficiency in Salesforce (or comparable CRM) and Microsoft365 applications.
- Experience with a variety of software platforms, with the ability to adapt to new tools and technologies as needed.
- Weekend and evening work, as required.

**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 letter of interest and resume to: [hr@nordicmuseum.org](mailto:hr@nordicmuseum.org) with “Membership and Annual Giving Manager Position” in the subject line. Incomplete submissions will not be considered. No phone calls please. Position open until filled.

**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.



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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 all people to inspire new futures.

## Our Vision

We inspire people 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.