



**National
Nordic
Museum**

2655 NW Market St
Seattle, WA 98107

nordicmuseum.org

Job Posting

Development Officer

Reports to: Director of Philanthropy

Department: Development

Status: Full-time, non-exempt

Compensation Range: \$28-\$31 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: 4/6/2026

Position Overview:

Reporting to the Director of Philanthropy, the Development Officer supports the successful execution of department initiatives, works closely with senior staff to develop and implement fund development initiatives, and supports an effective and sustainable growth strategy for the future.

Essential Job Functions:

- Work with Development leadership to implement strategies to increase donor engagement.
- Drive membership and annual giving strategies, including member renewal and donor acquisition strategies.
- Support the organization's grant efforts including prospecting, relationship management and writing grant proposals and reports for foundation, corporate, and government funders.
- Support the Museum's moves management efforts including identifying prospective major donors and supporting key fundraising efforts.
- Contribute to overall fundraising strategy and take on discreet fundraising efforts as assigned.
- Maintain constituent records, relationships, gifts, funds, and campaigns within CRM.
- Provide outstanding customer support.
- Support the integrated development team efforts, and ongoing development initiatives.

Knowledge, Skills, and Abilities:

- Knowledge of non-profit development practices including fundraising, donor engagement, grants and data management.
- Excellent written and verbal communication skills.



**National
Nordic
Museum**

2655 NW Market St
Seattle, WA 98107

nordicmuseum.org

- Strong interpersonal skills with the ability to build and maintain positive relationships with internal and external stakeholders and collaborate effectively across the organization.
- Strong organization and project management skills with the ability to manage multiple tasks and projects at a time.
- Ability to maintain strict confidentiality of sensitive data, records, and conversations, and adhere to high ethical standards.
- Adaptable to changing business situations and environments.

Requirements:

- 3–5 years of fundraising experience.
- Proficient in PC platform and O365 applications as well as Salesforce or comparable CRM.
- Experience with a variety of software platforms and tools, and the ability to adopt new tools and technologies as needed.
- Occasional weekend and evening work.
- Ability to lift 20lbs.
- Ability to be seated/standing for extended periods.

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 with “Development Officer Application” 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.



**National
Nordic
Museum**

2655 NW Market St
Seattle, WA 98107

nordicmuseum.org

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.