National Nordic Museum

2655 NW Market St
Seattle, WA 98107

nordicmuseum.org

Job Posting

Development Manager

Reports to: Director of Marketing and Community Engagement
Department: Community Team
Status: Full-time, non-exempt
Compensation Range: $35-$38 per hour
Schedule: 40 hours per week with occasional 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: August 12, 2026

Position Overview:

Reporting to the Director of Marketing and Community Engagement, the Development Manager supports the Museum's fundraising and community relations programs. This supervisory role serves as the Museum's Salesforce administrator and manages grant-seeking and major gift development. The position also supports effective departmental operations, ensures successful execution of development initiatives, and contributes to sustainable revenue growth.

Essential Job Functions:

- Under the direction of the Director of Marketing and Community Engagement, manage and evaluate the Museum's fundraising and outreach initiatives and support strategies to ensure growth.
- Oversee all fundraising programs, including annual giving, membership, major gifts, planned giving, grants and sponsorships.
- Oversee grant fundraising efforts, including prospect research, proposal development, grant writing, reporting, and stewardship of foundation, corporate, and government funders.
- Lead corporate and partner relationship development efforts, including identifying and cultivating prospects, developing sponsorship and partnership opportunities, and managing solicitations and stewardship to secure support and strengthen long-term relationships.
- Supervise and support the Membership Coordinator, interns, and other assigned personnel.
- Serve as the department administrator for CRM and e-commerce tools (Salesforce and Ticketure), establishing protocols, maintaining documentation, training users, and ensuring data integrity and consistent use of the systems. Support cross-departmental reconciliations.

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- Work with the Director of Marketing and Community Engagement to develop and monitor departmental work plans, budgets, fundraising metrics, and reports to evaluate performance, improve processes, and support informed decision-making.
- Collaborate across departments to develop compelling development communications and collateral.
- Represent the Museum professionally through community outreach, cross-departmental collaboration, and committee participation; provide excellent service to members, donors, volunteers, and other stakeholders.
- Perform other duties as assigned in support of the Museum's development goals.

Knowledge, Skills, and Abilities:

- Demonstrated knowledge of nonprofit development practices, including fundraising, donor engagement, grants, and data management.
- Strong leadership and personnel management skills with the ability to support, motivate, and develop staff.
- Excellent verbal and written communication skills, with excellent interpersonal and customer service abilities.
- Excellent organizational and project management skills with the ability to manage multiple priorities and meet deadlines.
- Ability to use a CRM or comparable donor database to maintain accurate records and prepare reports.
- Ability to work independently, as well as collaboratively as part of a team; ability to collaborate with stakeholders across the organization to engage colleagues where needed in pursuit of funding and stewardship of funder relationships.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Flexible and adaptable to changing priorities and organizational needs.

Requirements:

- 5+ years of fundraising experience, with grants management, major gifts cultivation and supervisory 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.
- 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.

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To Apply: Please e-mail letter of interest and resume to hr@nordicmuseum.org with “Development 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.