



**National  
Nordic  
Museum**

2655 NW Market St  
Seattle, WA 98107

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

## **Job Posting**

# **Development Coordinator**

**Reports to:** Development Manager

**Department:** Community

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

**Compensation Range:** \$24-\$26 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:** 09/03/2026

### **Position Overview:**

Reporting to the Development Manager, the Development Coordinator provides operational and administrative support for the Museum's fundraising efforts by coordinating annual giving, corporate sponsorships, and donor stewardship activities. This position maintains accurate donor records, assists with grant administration and other departmental initiatives, and works collaboratively across departments to deliver an outstanding donor experience and help achieve the Museum's fundraising goals.

### **Essential Job Functions:**

- Coordinate and support the Museum's fundraising activities, including annual giving, major gifts, corporate sponsorships, grants, planned giving initiatives, and stewardship activities.
- Coordinate donor stewardship events, including Member Opening receptions; manage event logistics, guest lists, and communications.
- Support corporate sponsorship efforts; prepare sponsorship materials, track sponsor benefits and fulfillment, coordinate recognition, and maintain positive sponsor relationships.
- Research funding opportunities and assist with the preparation and submission of grant proposals, reports, and supporting documentation; maintain grant calendars, files, and reporting deadlines.
- Process charitable contributions, pledges, matching gifts, and grant revenue; prepare acknowledgments, maintain accurate donor records in the Museum's CRM.
- Generate fundraising reports, donor lists, queries, and other data to support fundraising, stewardship, budgeting, and campaign activities.



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- Prepare correspondence, presentations, committee materials, meeting agendas, minutes, and other administrative documents in support of the Development Department.
- Represent the Museum at fundraising and community events, collaborate with staff across departments to advance fundraising goals, and perform other development-related duties as assigned.

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

- Knowledge of nonprofit development practices, including fundraising, donor engagement, grants, and data management.
- 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:**

- 2+ years of non-profit fundraising experience.
- 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.**

**To Apply:** Please e-mail letter of interest and resume to [hr@nordicmuseum.org](mailto:hr@nordicmuseum.org) with "Development Coordinator Position" in the subject line. Incomplete submissions will not be considered. No phone calls please. Position open until filled.



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**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

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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.