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<b>Position:</b>	<b>Associate/Assistant Director of Development</b>
<b>Status:</b>	Full-time, salaried
<b>Reports to:</b>	Executive Director
<b>Schedule:</b>	Mondays – Fridays, with some occasional evenings or weekends
<b>Location:</b>	In-office, with some remote work possible
<b>Salary:</b>	\$70,000 to \$75,000 annually

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### **POSITION SUMMARY**

The **Asst. Director of Development** manages the development and fundraising efforts of the Museum. This creative, forward-thinking professional will reestablish the research, project management, and relationship building related to fundraising from individuals, corporations, foundations, and government agencies on behalf of the Museum. The Asst. Director of Development will collaborate with Museum staff to manage grant writing and reporting, as well as member engagement and stewardship. The Asst. Director of Development is embeds the best practices and ethics of both development and museum/non-profit professionals in their work as they rebuilds fundraising efforts at the Museum.

This role is an essential member of the team focused on serving Seattle's children and their adults through play-based learning experiences. Their development work supplements earned income to support Museum general operations, as well as programmatic and capital educational experiences.

This is a new position that is part of the Museum's re-opening process after a two-year closure (reopened April 2022) as it reestablishes and rebuilds all aspects of its operation, including setting ambitions to being a leader in the community and the field. Our small and growing team is building a mission-driven and values-centered organization dedicated to play, children, and our community. We dream big and are committed to doing impactful work – this position will build and expand important funding streams and relationships essential to the Museum's sustainability.

### **Duties & Responsibilities:**

- Champion the Museum's development efforts: Create fundraising and stewardship plans under the direction of the Executive Director; set and work towards strategic fundraising goals and benchmarks; utilize diverse fundraising strategies to meet institutional financial goals (such as campaigns, sponsorships, annual fund, events); maintain relationships with existing donors; create and implement strategies for donor engagement
- Manage, cultivate, and sustain a portfolio of active and prospective donors: Develop and implement cultivation and solicitation strategies that match the Museum's financial needs with donor interests; involve staff, board members, and community volunteers as appropriate to maximize philanthropic outcomes; ensure appropriate levels of gift acknowledgment, donor recognition, and stewardship for gifts received; continually identify new individuals to add to the donor prospect list.
- Plan and track donor and member engagement, including stewardship opportunities or events, communications, and solicitations
- Manage the Museum's grant-writing initiatives: Research and identify potential grants that support Museum projects and needs; collaborate with Museum staff, partners, and consultants to plan, write, edit, and submit

grant applications; track deadlines; manage relationships with program officers; and track, plan, write, and submit grant reports with support from colleagues

- Utilize and maintain systems and records (digital and physical) to track development activities and coordinate with colleagues, including a record management and report generation with a donor management database system (SCM currently uses Altru)
- Share management of Museum's Membership program: With Operations Manager, develop and track strategy, timelines, records, and logistics of Museum's membership program
- Strategize, draft, and edit written fundraising pieces, such as appeal letters, donor acknowledgements, or other fundraising collateral
- Track, interpret, and utilize relevant data to inform decisions, allocation of resources, and strategic adjustments
- Participate actively in team meetings, staff trainings, and Museum-wide projects
- Maintain current knowledge of professional best practices, trends, and ethics related to museum/non-profit development work
- Represent the Museum and its mission in the community
- Provide excellent customer service for internal and external stakeholders
- Cross-train to gain first-hand experience of our mission in action, as well as provide occasional front-line support in the Museum, including front desk customer service and facilitating play-based experiences with visitors

**Required Qualifications:**

- Three to five years of experience in fundraising or development work in the museum, cultural, or non-profit field, including prospect solicitation and management – or equivalent experience
- Excellent writing/editing skills (development of content and/or adding spark to content provided) including the ability to generate original writing for proposals, grants, or solicitations
- Excellent interpersonal communication skills
- Comfort and demonstrated experience with CMS or donor management software (ex: Altru), as well as standard workplace software
- Demonstrated project management experience, including ability to lead and track project components, and to set and track progress toward goals
- Comfortable using data to inform and adjust strategy
- Ability to work both self-directed and collaboratively in a fast-paced environment

**Desired Qualifications:**

- Bachelor's degree or equivalent in non-profit administration, museum studies, or related field
- 5+ years fundraising or development work in the museum, cultural, or non-profit field
- Knowledge of the Greater Seattle Area philanthropic community
- Demonstrated experience soliciting and closing gifts
- Demonstrated experience with donor research, cultivation, and stewardship
- Demonstrated experience with member management and stewardship
- Demonstrated experience with grant research, writing, and reporting
- Experience working with board trustees and other community volunteers

**Benefits:**

In addition to its salary, this position's compensation package includes the following benefits:

- Medical, dental, and vision insurance
- Flexible spending account

- Short-term disability, long-term disability, life, and & AD&D insurance
- 12 days paid time off annually (increasing incrementally after year 2), paid sick and safe leave (1 hour for every 40 hours worked), 10 paid holidays annually, bereavement leave, and jury duty leave
- ORCA commuter benefit
- Professional development opportunities
- Staff discounts on Museum offerings

## TO APPLY

Submit both a letter of interest and resume, via email, to: [jobs@seattlechildrensmuseum.org](mailto:jobs@seattlechildrensmuseum.org)

- Let us know how you can help the Seattle Children’s Museum meet our goals; align with our mission and values; and serve our purpose through this position.
- Candidates selected for interview will be asked to provide three references and samples of relevant work.
- Hiring team will begin reviewing applications **January 31, 2023**

*Seattle Children’s Museum values inclusivity, equity, access, and respect in all that we do – as a staff, with collaborators, and with our visitors. SCM is proud to be an equal opportunity employer and we do not discriminate based on age, creed, disability, gender identity, marital status, national origin, race, religion, sex, sexual orientation, veteran or military status, or any other protected class. We are committed to building a welcoming and inclusive workplace, and are actively building a team of passionate people with diverse backgrounds, identities, and perspectives. Applicants with diverse experiences are especially encouraged to apply.*

*Our job descriptions include a general overview of qualifications, not a mandatory or comprehensive list. Data shows that women and BIPOC candidates more frequently do not apply to a job because they don’t feel that they meet all of the qualifications listed. **If you meet some of the requirements, believe in our mission, and share our values, we encourage you to apply.***

## ABOUT US

The Seattle Children’s Museum is a mission-driven institution with a forty-year history, making a fresh start and a building a dedicated team. We are located at Seattle Center, with 18,000 square feet of exhibit and program space. Working collaboratively, this energized museum staff develops programs and procedures for the practical implementation of the Museum’s core values, mission, and purpose. Together we welcome all visitors, create high quality exhibits and programs that foster play-based learning, and grow the museum’s reach, producing lasting impacts for the region’s children and families.

### Guiding Principles:

- **Our mission** is to engage children, and the people who care for them, in playful, creative, hands-on exploration and discovery.
- **Our purpose** is to encourage kids and adults to embrace active, lifelong learning. We create and maintain museum spaces, events and programs that are inclusive, equitable, engaging, playful, and fun for ALL of our region’s kids and families.
- **We envision** a region where children, families, students, and educators have a wide network of facilities to support them in learning, engagement, play, and quality time together. We will do our part to be part of that network.
- In all things, the Children’s Museum staff, board and volunteers **will value:**
  - Joyful Learning for All
  - Respect for All
  - Inclusivity, Equity, and Engagement for All

- Community Building for All
- Sustainability at All Scales
- Curiosity at All Levels
- **Our goals:**
  - Set the stage for young children to build competency through engagement, interactions, physical challenges, and hands-on experiences
  - Renew a deep commitment to fostering literacy, art, language, numeracy, civics, and communication skills for kids from birth to 10 years old
  - Connect to Seattle's varied and diverse neighborhoods
  - Create and renew exhibits that have justice, equity, inclusion, diversity, visibility, access, and anti-racism principles built-in
  - Build relationships with the early learning community in and around the region