

**Nordic Heritage Museum 2011 Job Description**

<b>Position Title:</b>	Development Director
<b>Department:</b>	Development
<b>Reports To:</b>	Chief Executive Officer
<b>Status:</b>	Exempt
<b>Revision Date:</b>	06/07/2011

<b>Position Overview</b>	The Development Director will develop and execute short and long-term growth strategies for the organization, and will manage the capital, annual, and endowment campaigns.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"> <li>• Oversee development initiatives including campaigns, major gifts, foundation and government grants, corporate relations, fundraising and outreach events, and the planned giving and membership programs.</li> <li>• Manage relationships and engage in direct cultivation of major prospects, including individuals, corporations and foundations.</li> <li>• Identify partnering opportunities to leverage existing support for the Museum.</li> <li>• Participate in the strategic planning process and execute goals outlined in the strategic plan; work with CEO and senior staff to define and implement fund-raising goals and strategies.</li> <li>• Advise Board of Trustees and CEO of trends in philanthropy; provide counsel on matters relating to fund development.</li> <li>• Supervise and coordinate work of Events Coordinator, Development Associate, and Membership Coordinator, contract employees, volunteers and other personnel assigned to the Development Department.</li> <li>• Manage and coordinate fund-raising events and festivals including annual auction, Viking Days and Yulefest.</li> <li>• Lead outreach efforts to broaden the Museum’s visibility; locally, regionally, nationally and internationally.</li> <li>• Manage grant proposal development and submission process; ensure proposals, reports and other documents are well written, and submitted on schedule.</li> <li>• Manage the implementation of Raiser's Edge and oversee staff responsible for data entry and gift processing; manage pledge reminder and acknowledgement procedures.</li> <li>• Maintain accurate prospect and cultivation records.</li> <li>• Coordinate development research activities.</li> <li>• Provide staff leadership to Board and staff committees, including the Capital Campaign Steering, Planned Giving, Auction, and Membership Committees.</li> <li>• Work closely with CEO and Finance and Operations Director to develop and monitor the annual Development Department’s budget.</li> <li>• Initiate and implement systems to support all development projects and operations.</li> </ul>

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<b>Other Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Understand current philanthropic trends and stewardship practices.</li> <li>• Execute innovative fund development initiatives to stimulate patron involvement and interest from potential funding sources.</li> <li>• Anticipate capital campaign and annual fund needs; discern work priorities, and meet deadlines.</li> <li>• Provide strong management and leadership; provide outstanding representation of the Museum to build relationships with staff, Trustees, visitors, donors, prospects, volunteers and foundations.</li> <li>• Manage multiple development tasks and accomplish projects, both independently and in a team setting.</li> <li>• Effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.</li> <li>• Ability to quickly and accurately assess priorities.</li> <li>• Highly organized and detail oriented.</li> <li>• Ability to maintain strict confidentiality of extremely sensitive data, records, conversations.</li> <li>• Follow complex oral and written instructions; interpret and present information effectively.</li> <li>• Excellent communication, effective listening and interpersonal skills.</li> <li>• Excellent verbal, writing and editing skills: English usage, spelling, grammar, punctuation and vocabulary.</li> <li>• Strong public speaking skills and ability to craft persuasive oral and written presentations.</li> <li>• Adaptable to changing business situations and environments.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• BA or equivalent + 5 years relevant development experience and knowledge of non-profit business practices.</li> <li>• Proven track record of achieving revenue targets.</li> <li>• Occasional weekend and evening work.</li> <li>• Fluent with Microsoft Office Suite including Word, Outlook, Excel, Access and PowerPoint, and Raiser's Edge or comparable donor management software.</li> <li>• Proficient in PC platform.</li> <li>• Valid Driver's License.</li> <li>• Ability to lift 20 lbs.</li> <li>• Ability to be seated/standing for extended periods.</li> </ul>

NOTE: This job description is not intended to be all-inclusive. Employees may perform other duties to meet the ongoing needs of the organization.

TO APPLY: Please email CV or resume to the attention of Executive Assistant Sandra Nestorovic [sandran@nordicmuseum.org](mailto:sandran@nordicmuseum.org)