



# AFRICAN AMERICAN MUSEUM OF IOWA

## POSITION DESCRIPTION

Development Director

### Overview

The Development Director is responsible for securing and increasing the financial support goals of the African American Museum of Iowa. This full-time position reports to the Museum's Executive Director. The position is in-person (with remote options), and includes travel (20%), and some weekends and evenings, as needed. The position's annual salary range is \$50-60K (plus benefits) and based on experience.

### Qualifications

A bachelor's degree in nonprofit management, social sciences, business, financial management or related field is required. The right candidate should have three to five years of experience in a museum, nonprofit, or business development role and be proficient with donor and organization solicitation. Excellent computer skills, including MS Office applications and CRMs is a must. Must be driven, self-motivated, and possess outstanding verbal and written communication skills as well maintaining flexibility, persistence and attentiveness.

### Responsibilities

- With the Museum's leadership team, create and achieve fundraising goals for operations, program, exhibits and capital campaign
- Manage existing and newly sourced grants (unrestricted and restricted)
- Develop a grants calendar to ensure all grant award compliance and stipulations are met
- Research, write, prepare, and submit clear, persuasive proposals and reports
- Cultivate relationships with all Museum stakeholders
- Maintain relationships with existing donors while researching and developing new potential donors
- Develop and collaborate with a peer and industry network to identify and build relationships with new donors
- Manage Museum's large annual fundraising events
- Collaborate with the Museum's Communications Coordinator to develop a digital fundraising strategy
- Provide the Museum's board of directors with regular progress reports
- Manage the implementation of development software
- Collaborate with staff responsible for data entry and gift acknowledgement processing
- Create a positive, respectful reputation for the organization

### How to Apply

Please send a cover letter, resume, and three references to [search@blackiowa.org](mailto:search@blackiowa.org). This position is open until filled. For more information about the Museum, visit our website at [blackiowa.org](http://blackiowa.org). Please direct questions to [search@blackiowa.org](mailto:search@blackiowa.org) only.

### OUR MISSION

To preserve, exhibit, and teach the African American heritage of Iowa.

### OUR VISION

We envision building a community that comes together to foster a greater understanding and appreciation of Iowa's African American history and culture through conversation, engagement, and reflection.

### POSITION IMPACT

The Development Director builds lasting relationships with donors and the community, keeping them informed on how their financial support is making communities across the state better. They are the donor's voice within the organization, bringing their cares and concerns to staff and directors.