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. This position is open until filled. For more information about the Museum, visit our website at blackiowa.org. Please direct questions to search@blackiowa.org only.