WING LUKE MUSEUM

Position Announcement

Wing Luke Museum Mission: We connect everyone to the dynamic history, cultures, and art of Asian Americans, Native Hawaiians, and Pacific Islanders through vivid storytelling and inspiring experiences to advance racial and social equity.

Position Title: Annual Giving Officer
Reports to: Director of Individual Giving
Rate of Pay: $50,950 – $63,000 annually, DOE
Classification: Exempt, Salaried, Full-time
Schedule: Monday – Friday
Benefits: WLM offers a comprehensive package, including health (medical, dental, vision) and life insurance, Long Term Disability, AD&D, 403(b) participation, 12 paid holidays, and PTO (paid vacation and sick leave). Staff enjoy museum membership and discounts at the Marketplace and programs.

Application Details: Priority given to applicants who submit their materials by December 30, 2022

Position Summary:
The primary role of the Annual Giving Officer at the Wing Luke Museum (WLM) is to support all aspects of the Annual Fund to increase meaningful donor engagement and investment of Museum supporters. This position manages the design and implementation of large-scale campaigns, as well as one-on-one individual donor engagement. The Annual Giving Officer executes all Annual Fund activities which seeks to engage all donors and prospective donors up to $2,499. This individual serves as a lead driver of strategic direction to grow and develop the donor and member programs. This Annual Giving Officer is a member of the Development Department and reports to the Director of Individual Giving.

The Development Team:
A dynamic, passionate, collaborative team, the Development Team is responsible for resourcing support from individual contributors and museum members to advance the work of the WLM. The Development Team expands on the WLM’s community-centric values to authentically build relationships with diverse constituents and stakeholders to engage people across a variety of opportunities. Key fundraising activities and strategies include annual fundraising events, direct mail campaigns, and membership sales.

Key Responsibilities
• Relationship management of donor portfolio of individuals who give between $500-$2,499 and prospects with the goal of deepening engagement, renewing gifts, and increasing affinity and giving.
• Provide strategic leadership around Annual Fund (via digital, face to face solicitation, and direct mail) campaigns, membership and recognition programs and fundraising initiatives.
• Provide event support related to the planning and logistics of the WLM’s annual fundraising events and other museum programs including exhibit receptions and public programs. Assist in event audience development, post-event communications and stewardship.
• Support donor engagement pipeline process including tracking donor interactions and moves management processes in Altru, prospect research, and generating queries and reports to make adjustments or recommendations for ongoing improvements.
• Act as enthusiastic ambassador of the WLM with a strong commitment to work collaboratively with all constituent groups including staff, trustees, volunteers, members, donors, and other supporters.
• Other duties as assigned.

Requirements:
• Three years’ experience of development non-profit, sales and/or relationship building or equivalent, desirable.
• Demonstrated success in cultivating and sustaining relationships and partnerships amongst diverse stakeholders through point of solicitation.
• Excellent written and verbal communication skills, and an eye for detail.
• Experience with a range of computer software, such as: Blackbaud Altru or other equivalent Customer Relationship Management (CRM) tools; MS Office (Word, Excel, PowerPoint); other online, cloud-based project management and collaboration tools, desirable.
• Ability to work evenings/weekends during peak production or event activities.
• Experience effectively presenting information to and responding to questions from the general public.
• Prior experience with managing or supervising staff, vendors and/or volunteers, welcome.
• Able to work accurately and independently, managing multiple projects and deadlines simultaneously.
• Demonstrated curiosity, with a passion for learning and growing professionally.
• Bilingual and multilingual skills valued.

COVID-19: All employees must be vaccinated or provide weekly negative PCR tests.

To Apply (no phone calls, please):

Please e-mail letter of interest and resume to: jobs@wingluke.org

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Museum Overview:
As a National Park Service Affiliated Area and the first Smithsonian affiliate in the Pacific Northwest, the Wing Luke Museum offers an authentic and unique perspective on the American story. Nationally recognized for our work in creating dynamic, community-driven exhibitions and programs, we put our community at the heart of each exhibition we create. The stories you see and hear within our walls are their authentic experiences and perspectives. From the struggles of early Asian pioneers to accomplished works by national Asian American, Native Hawaiian, and Pacific Islander (AANHPI) artists, their contributions give us a look at what it means to be uniquely American. Our 60,000 square foot facilities offer three floors to tell our communities’ stories, with contemporary galleries showcasing both temporary and permanent exhibitions as well as preserved historic spaces accessible only through our daily guided tours. Beyond our walls, we like to tell the story of our neighborhood, Seattle’s Chinatown-International District. While economically challenged, it is a historically and culturally vibrant area, and we see ourselves as a neighborhood concierge and an economic anchor for the nearby small businesses. From restaurants to statues that you might not otherwise notice, there are layers of history and significance that are waiting to be uncovered. Wing Luke Museum offers guided neighborhood tours and events that will encourage you to discover stories and tastes both on and off the beaten path. For more information, please visit www.wingluke.org.

The Wing Luke Museum is a 501c3 organization. We are committed to diversity, equity, inclusion, accessibility, racial and social justice. BIPOC candidates are encouraged to apply.