



712 w 2nd Street Davenport, IA 52802 | 563-322-8844 | www.gahc.org | info@gahc.org

The German American Heritage Center and Museum seeks a Development Director to support the goals and mission of the museum. The Development Director will play a crucial role in fostering and maintaining relationships with our donors and sponsors. This position involves managing donor communications, organizing fundraising events, and ensuring that our supporters feel valued and informed about the impact of their contributions. The ideal candidate will have strong communication skills, a passion for history, and a commitment to enhancing the donor experience.

Title: Development Director

Reports to: Executive Director

Status: Full-time 40 hours/week, flexible scheduling, weekend availability

Compensation: \$45,000

Benefits: Employer-contributed Health Reimbursement Account, 401(k), 2-weeks' vacation, flexible scheduling

Key Responsibilities & Duties:

- Develop and oversee the museum's annual fundraising plan.
- Secure financial support from individuals, foundations, and corporations.
- Develop and maintain relationships with major individual and corporate donors and sponsors.
- Develop and maintain regular communication with donors, including newsletters, thank-you letters, and impact reports.
- Research and write grants to seek funding from foundations, corporations, and the government
- Gather feedback from donors to enhance their engagement and improve the donor experience.
- Maintain accurate records of donor information and interactions in the museum's donor database.
- Utilize data to construct reports and strategies for fundraising campaigns.
- Prepare and deliver presentations and reports highlighting the impact of donor contributions on museum programs and initiatives.
- Work closely with the museum team to align donor relations strategies with the goals of the museum.
- Develop print and digital marketing related to fundraising in collaboration with the museum team.
- Assist with planning and implementing social media campaigns.
- Assist with special event coordination and planning.
- Represent GAHC&M at community events.
- Other projects and duties as assigned.

Additional Duties:

- Assist with facility rentals, including setup and teardown of event space if needed.
- Assist at the front desk with guest services if needed.
- Supervise development interns and/or graduate assistants if needed.

Minimum Qualifications:

- Bachelor's degree required, ideally in communications, nonprofit administration, museum studies, or a related field OR 1-3 years' experience in the field of nonprofit development.
- Previous experience in donor relations, fundraising, or nonprofit administration preferred.
- Strong written and verbal communication skills.
- Excellent organizational and project management abilities.
- Passion for history and the mission of the museum.

Knowledge, Skills, and Abilities:

- Understanding of fundraising strategies, donor engagement, and nonprofit management.
- Familiarity with donor management software and database maintenance.
- Basic knowledge of museum functions, history, and cultural heritage.
- Excellent written and verbal communication skills for crafting engaging donor correspondence and presentations.
- Ability to build and maintain positive relationships with donors, staff, and community members.
- Strong organizational abilities to manage multiple projects, deadlines, and details effectively.
- Proficiency in researching potential donors and understanding their interests and motivations.
- Ability to identify challenges and develop creative solutions to enhance donor engagement and retention.
- Flexibility to adapt to changing priorities and responsibilities in a dynamic environment.
- Capability to work collaboratively with colleagues across various departments to achieve common goals.
- Strong attention to detail to ensure accurate record-keeping and high-quality communications.
- Demonstrated computer skills, including proficiency with MS Office Suite, Bloomerang, Canva, Google Drive, Constant Contact, Sign Up, Facebook Business Suite, WordPress, and other relevant applications.
- A valid driver's license required.
- Ability to work weekends and some evenings as needed.

Working Conditions:

- Ability to work in a normal office environment with irregular and extended hours. May require physical activities such as stooping, climbing stairs, bending, and lifting materials weighing between 20 and 40 pounds. Some travel may be required.
- This job description is subject to change and is not designed to be a comprehensive listing of activities, duties, or responsibilities required by the employee.

Physical Demands and Work Environment:

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend, and reach above and below shoulder level. It involves frequent repetitive motion (typing, filing, etc.) This position requires the ability to lift and carry up to 40lbs. The noise level in the work environment is highly variable, from quiet to loud.

About us:

The mission of the German American Heritage Center is to preserve and enrich for present and future generations knowledge of the German immigrant experience and its impact on the American culture. Our focus is cultural programs and immigrant contributions. We reach out to other cultural groups and demonstrate the contributions made by immigrants from many countries and from varied backgrounds to the ethnic palette which is the United States.

Today GAHC&M, a National Historic Site, has evolved into a museum that includes a large permanent exhibit and two rotating special exhibits, an orientation theater, six education stations, and two restored hotel rooms. Visitors enjoy an interactive experience learning about immigrants' journey by sea, train, and foot, to their final destination at the German American Heritage Center building, which was originally a very busy hotel for thousands of immigrants in the 1860s. The museum also provides educational programs, workshops and classes relating to the German American experience and culture; Assists in the coordination of festivals to foster an understanding of German American heritage; provides for cultural exchange through genealogy workshops and production of cultural presentations to the public; and partners with other heritage groups on programs, exhibits, and events.

To Apply:

Send a cover letter, resume, and references to: Brian Allen at brian@gahc.org

Use the position title as the subject to the email.

Applications will be accepted until January 31, 2025.

The German American Heritage Center and Museum does not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, or sexual orientation, in any of its activities or operations.