

## Job Description

The American Swedish Historical Museum seeks a self-motivated, mid-level fundraising professional with experience working with individual donors, corporate giving, and capital campaigns.

The Development Manager is part of a small (seven full-time, five part-time) and passionate staff team that works closely with our community to create a dynamic place to explore cultural identity through the Scandinavian-American experience. We are looking for an individual who is inspired by our mission and can think strategically about our fundraising goals, specifically around the Centennial Capital Campaign, and can engage with members and donors.

## Responsibilities

- Play a critical role in setting the fundraising strategy overall, and the 2026 campaign strategy in particular, in collaboration with the Executive Director, Assistant Director, and consulting firm.
- Cultivate and manage philanthropic and individual donor relationships essential to the Museum.
- Contribute to corporate giving strategy through the execution of sponsor benefits.
- Develop individual prospect pipeline, leveraging membership and leadership connections.
- Support donor solicitation efforts (e.g., conduct research, develop donor profiles, develop speaking notes, and support training for the Board and Campaign Ambassadors).
- Manage the annual appeal and memberships.
- Oversee fundraising administration: internal record-keeping (including timely gift entry and acknowledgment), pledge management, scheduling, and campaign logistics.
- Contribute to planning and logistics coordination for the Centennial Celebration events in 2026.
- Support other development functions.

## Required Qualifications

- Two or more years of successful fundraising experience for a non-profit organization
- Bachelor's or higher degree and comparable development experience, including creating effective fundraising proposals and solicitation letters
- Experience using a CRM platform
- Superior writing skills
- Experience in prospect research and grant management
- Effective record-keeping and organizational skills
- Exceptional and persuasive interpersonal skills and experience working as a team member
- Articulate and able to effectively engage with corporate, government, and foundation leaders
- Record of successful cultivation of individual and corporate donors
- Familiarity with budgets and reporting for non-profits

## Preferred Qualifications:

- Familiarity with the Philadelphia philanthropic landscape
- Knowledge of Scandinavian cultures
- Capital campaign experience

## **Work Schedule and Compensation**

This position is full-time, Monday through Friday, 8:30 a.m. to 4:00 p.m., with a half-hour unpaid lunch. Some evening and weekend work will be required for special events, which may be eligible for comp time as outlined in the employee handbook.

The position is eligible for a hybrid schedule with time split between working from home and in the office.

### **Salary Range:**

\$60,000-\$65,000, dependent on qualifications and years of experience. We offer medical and dental insurance and a 403b plan.

## **About the Museum**

Founded in 1926, the American Swedish Historical Museum in South Philadelphia is the oldest Swedish museum in the United States. The American Swedish Historical Museum welcomes all people to explore cultural identity through the story of Scandinavians. The Museum offers a vibrant community dedicated to preserving and interpreting culture through celebrations and exhibitions while providing opportunities to learn, experience, and grow.

The American Swedish Historical Museum is an equal opportunity employer. ASHM affirms its commitment and pledges its full support to equal employment opportunity for all persons without regard to race, color, religion, national origin, gender identity, age, sexual orientation, veteran status, or disability. The ASHM is committed to inclusivity and encourages qualified candidates from all cultures and communities to apply.

**To apply for this position, please submit a cover letter and resume to [jobs@americanswedish.org](mailto:jobs@americanswedish.org) with the subject "ASHM Development Manager." No phone calls, please.**