Listed Position: Development Coordinator
Classification: Full time, salary
Salary Range: $55,000 to $70,000 Annually, some nights and weekends required

The incoming Development Coordinator is an enthusiastic and forward-thinking collaborator who can help a growing team move an established children’s museum into its future. You are a dedicated professional who will create and steward our development tracking, donor management, event coordination and community relations, and energize the museum’s advancement efforts. Excellent communication and writing skills are a big part of your success.

The Seattle Children’s Museum is a mission-driven institution with a forty-year history, seeking a fresh start and a dedicated team. We are located at Seattle Center, making us easily accessible by light rail, bus and monorail. We are 18,000 square feet of exhibit and program space. Working collaboratively, an energized museum staff will develop programs and procedures for the practical implementation of the Museum’s core values, mission and purpose. Together we will welcome all visitors, create high quality exhibits and programs, and grow the museum’s reach, producing lasting impacts for the region’s children and families.

Seattle Children’s Museum is an equal opportunity employer actively seeking diversity in our team-based working environment.

The Development Coordinator will:
- Support the museum’s leadership team in development and advancement efforts.
- Champion the museum’s grant-writing and fundraising initiatives.
- Develop and implement donor management and community relations programs.
- Coordinate, draft and post website content and social media posts.
- Create and develop content for community relations and donor communications.
- Participate actively in team meetings to share best practices and improvements.

Reporting:
- Reports to: Development, Marketing & Communications Manager OR Museum Director
- Peers (future): Marketing/Communications Manager, Events Coordinator

Management and experience areas:
- Excellent writing/editing skills (development of content and/or adding spark to content provided) including the ability to generate original writing for proposals, grants, press, articles and awards.
- Ability to evaluate, outline, manage and respond to grants and giving program guidelines.
Desired familiarity and skills:
- Microsoft Office Suite or Google Workspace
- Adobe Creative Suite
- Program and project management processes
- POS and CMS/Donor Management Software (such as ALTRU)
- Self-directed writing projects, and collaborative editing

Desired experience:
- Three to five years of experience in non-profit development or the museum field, including experience with the responsibilities listed above.
- Bachelor’s degree or equivalent in arts administration, museum studies or related field.

To apply, submit a letter of interest and resume, via email, to: jobs@thechildrensmuseum.org
- Reference “Development Coordinator” in the subject line.
- Let us know how you can help the Seattle Children’s Museum meet our goals and serve our purpose through this position.
- Candidates selected for interview will be asked to provide three references and samples of relevant work.

Seattle Children’s Museum – guiding principles:
- Our mission is to engage children, and the people who care for them, in playful, creative, hands-on exploration and discovery.
- Our purpose is to encourage kids and adults to embrace active, lifelong learning. We create and maintain museum spaces, events and programs that are inclusive, equitable, engaging, playful and fun for ALL of our region’s kids and families.
- We envision a region where children, families, students and educators have a wide network of facilities to support them in learning, engagement, play and quality time together. We will do our part to be part of that network.
- In all things, the Children’s Museum staff, board and volunteers will VALUE:
  o Joyful Learning for All
  o Respect for All
  o Inclusivity, Equity and Engagement for All
  o Community Building for All
  o Sustainability at All Scales
  o Curiosity at All Levels
- Our goals:
  o Set the stage for young children to build competency through engagement, interactions, physical challenges and hands-on experiences
  o Renew a deep commitment to fostering literacy, art, language, numeracy and communication skills for kids from birth to 10 years old
  o Connect to Seattle’s varied and diverse neighborhoods
  o Create and renew exhibits that have justice, equity, inclusion, diversity, visibility, access and anti-racism principles built in
  o Build relationships with the early learning community in and around the region