

Development Associate

Job Description

The American Swedish Historical Museum seeks a self-motivated, early-career fundraising professional. The Development Associate plays a key role in supporting the museum's fundraising efforts by managing donor communications and providing strategic and administrative support with the centennial capital campaign and annual giving initiatives. Reporting to the Executive Director and Assistant Director, the Development Associate will contribute to the success of individual giving, grant prospect research, institutional support, and special events.

This is an exciting opportunity for a mission-driven, detail-oriented professional interested in advancing their career in a friendly, supportive environment. The Development Associate 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

Donor Relations & Communications

- Manage day-to-day donor communications, including acknowledgments, appeals, and stewardship outreach
- Maintain donor database records, ensuring accuracy and timely updates
- Assist in the preparation of donor recognition materials, reports, and updates
- Support relationship management for mid-level donors and annual fund contributors

Fundraising Campaign Support

- Assist with execution of centennial capital campaigns, including direct mail and email appeals
- Track campaign performance metrics and provide summary reports
- Help identify donor prospects and manage donor research

Event Support

- Support planning and execution of donor cultivation and stewardship events
- Solicit support from corporate and community organizations
- Represent the museum at community and donor-facing events as needed

Administrative & Strategic Support

- Prepare meeting materials, presentations, and fundraising reports for internal use
- Help manage development calendar, deadlines, and grant/report submission timelines
- Provide cross-departmental coordination to ensure fundraising aligns with institutional goals
- Research potential grants that align with the organization's funding needs

Required Qualifications

- 1-3 years of experience in nonprofit fundraising, development, or a related field
- Bachelor's or higher degree and comparable development experience, including creating effective fundraising proposals and solicitation letters
- Experience in prospect research and grant management
- Proficiency in donor management CRMs
- Excellent organizational and time-management skills; attention to detail
- Ability to work independently and collaboratively across departments
- Effective record-keeping and organizational skills
- Strong written and verbal communication skills

Preferred Qualifications:

- Familiarity with the Philadelphia philanthropic landscape
- Knowledge of Scandinavian cultures
- Passion for the arts, museums, or cultural engagement is a plus

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:

\$45,000-\$55,000, 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 with the subject "ASHM Development Associate." No phone calls, please.
Applications will be reviewed as they are received.**