



712 W. 2nd Street, Davenport, IA 52802 | (563) 322-8844 | www.gahc.org

The German American Heritage Center and Museum seeks a Director of Development to support the goals and mission of the museum. The Director of Development will play a crucial role in fostering and maintaining relationships with our members, donors, and sponsors. This position involves managing donor communications, organizing fundraising events, and ensuring that our constituents 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: Director of Development

Reports to: Executive Director

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

Compensation: \$40,000-50,000

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

Key Responsibilities & Duties - Development (20 hours/week):

- Secure financial support from individuals, foundations, and corporations
- Research and write grants to seek funding from foundations, corporations, and government agencies
- Develop and maintain relationships with major individual and corporate donors and sponsors
- Develop and maintain regular communication with donors, including newsletters, thank-you letters, impact reports, phone calls, and in-person meetings
- Develop and oversee the museum's annual fundraising plan including our Birdies for Charity and Annual Appeal campaigns
- 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 leadership and staff 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 and the Marketing Committee
- Develop strategic messaging using organizational storytelling and data
- Assist with planning and implementing social media campaigns
- Assist with special event coordination and planning
- Attend weekly staff meetings and relevant committee meetings
- Represent GAHC&M at community events
- Other projects and duties as assigned

Key Responsibilities & Duties - Memberships (20 hours/week)

- Assist membership management, including new members, membership renewals, and recapturing memberships
- Enter outstanding renewals and new memberships into Bloomerang

- Manage list of Life Members
- Provide an itemized weekly transaction report (transmittal sheet) that summarizes operating income received in the gift shop and by mail - membership fees, admissions, donations, rental fees, and gift shop purchases
- Prepare the bank deposit slip for cash revenue, deposit cash at the bank, and process checks through the bank remote deposit machine
- Keep a log of completed Birdies for Charity forms (with payment) and mail at appropriate times to the Birdies for Charity office
- Maintain database for fundraising campaigns including Birdies for Charity and the Annual Appeal
- Send thank you letters to donors and campaign contributors

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.

Required Education and Experience

- 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 and subject matter knowledge in donor relations, fundraising, or nonprofit administration required
- Experience building and maintaining long-term relationships with individuals, donors, staff, and community members including foundations and corporations.
- Ability to communicate effectively and persuasively through conversations, presentations, and writing for engaging donor engagement, correspondence, and presentations.
- Strong organizational abilities to manage multiple projects, deadlines, and details effectively.
- Ability to independently and collaboratively manage the development efforts of the organization
- Experience with fundraising, planned giving, and legacy planning
- Proficiency with technology including:
 - Bloomerang
 - Canva
 - Constant Contact
 - Excel and Google Sheets
 - Facebook Business Suite
 - Square
 - Word and Google Docs
 - WordPress

Knowledge, Skills, and Abilities:

- Passion for history and the mission of the German American Heritage Center and Museum
- 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.
- Proficiency in researching potential donors and understanding their interests and motivations.
- Ability to identify challenges and develop creative solutions to enhance donor engagement/retention.
- Flexibility to adapt to changing priorities and responsibilities in a dynamic environment.
- Capability to work collaboratively with others across various departments to achieve common goals.
- Strong attention to detail to ensure accurate record-keeping and high-quality communications.

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.
- A valid driver's license is required.
- Ability to work weekends and some evenings as needed.
- 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 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 a restored hotel room. 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: Kirk Marske, Executive Director - kirk@gahc.org

Use Director of Development as the subject to the email.

Applications will be accepted until 5pm Friday, June 26, 2026.

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.

To preserve and enrich for present and future generations knowledge of the German immigrant experience and its impact on American culture.