



NOTICE

January 7, 2008

Major Gifts Officer

The Wing Luke Asian Museum seeks an experienced development professional to manage donor campaigns and individual giving initiatives, and meet annual fundraising goals. The Major Gifts Officer is responsible for designing and implementing donor development strategies, organizing planning and solicitation meetings, conducting donor research, campaign and other reporting, prospect visits, and donor cultivation events. In coordination with Museum staff, the MGO will manage movement of current donors to higher donation levels, and movement of capital campaign donors to annual support. The MGO will keep the top 60 donor prospects informed, interested and involved, with a minimum of five contacts each annually. This position manages a new planned giving program and the upcoming endowment campaign. The Major Gifts Officer is a new full-time regular position that reports to the Executive Director.

The Wing Luke Asian Museum is an Asian Pacific American (APA) community-based museum with a unique emphasis on the community development process. It is dedicated to engaging the APA communities and the public in exploring issues related to the culture, art and history of Asian Pacific Americans. It is a museum of regional and national significance, and is a Smithsonian Institution affiliate. The Museum is committed to contributing to the economic development of its neighborhood, Seattle's Chinatown/International District. In 2003 WLAM purchased a historic building in the district that was built by Chinese American pioneers in the early 1900's. Preservation and renovation of the historic building is at 90% construction completion, with installation of exhibitions to follow. Grand Opening is scheduled for May 2008.

As of January 2008 we are successfully completing our \$23.2 million capital campaign to transform this building into the new expanded home for WLAM, securing gifts from over 1,500 individuals. An endowment campaign is being planned, as donors are motivated to protect their significant capital investment and to strengthen the Museum's financial support base. The campaign is projected to raise \$3.5 million beginning in early 2008 and ending in 2010/1.

The successful candidate will possess a commitment to the mission of the Wing Luke Asian Museum, will demonstrate the ability to solicit and secure major gifts (\$5000+), and have proven knowledge of the Seattle donor community as well as an ability to match donor interests with the needs/vision of the Museum. The Major Gifts Officer must have excellent organizational skills and attention to detail; the ability to effectively communicate, both orally and in writing; the ability to work independently as well as collaboratively; and a sense of humor especially when under pressure!

Three or more years of resource development experience, preferably raising major gifts (\$5000+) is required. A bachelor's degree or equivalent is required. Must have basic knowledge of planned giving best practices, will be responsible for working with contract attorneys and financial planners on planned gift illustrations and contracts. Campaign experience is a plus. Experience with Raiser's Edge or other donor software is preferred. Experience organizing within the Asian Pacific American communities is important.

This is a full-time 40 hours per week position. Salary is DOE. Compensation includes medical, dental, life and disability insurance, paid vacation and sick leave. The position is available immediately. Resumes will be accepted until the position is filled. Please send cover letter, resume and writing sample to:

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