

Job Title: Development Associate
Supervisor: Director of Development

Please note that this is a part-time position, responsible for working 5 days/week and four hours per day.

Job Duties:

This individual will assist the efforts of the entire development team. Specific Duties include:

- Manage the Raiser's Edge Database, including gift entry, constituent entry, and database maintenance and management
- Prepare daily and monthly Cash Receipts reports and assist in the reconciliation process
- Run Raiser's Edge queries and reports as needed
- Prepare mailing lists and labels for Society and Museum mailings as needed
- Prepare donor acknowledgment correspondence, including program registration confirmations
- Maintain paper donor files
- Assist in Society customer relations activities, including responding to phone inquiries and providing general Society information
- Assist other team members with a variety of activities, including member outreach activities and programs, special events and fundraising efforts
- Performs other duties as assigned

Desired Qualifications:

The ideal candidate will possess the ability to work independently, yet as an integral member of the development team. Raiser's Edge experience is strongly preferred. Strong computer skills, including word processing skills, familiarity with mail merges, and database management experience, are desired. Other key qualifications include: good oral and written communication skills; time management ability; and a Bachelor's degree. 1-2 years of administrative experience is preferred.

Salary: \$14/hour

To apply, please send resume and cover letter to:

Lisa Anga
Director of Development
lisaa@detroithistorical.org
Detroit Historical Society
5401 Woodward
Detroit, MI 48202