



**Job Title:** Development and Special Events Manager

**Supervisor:** Director of Development

**Key Responsibilities:**

- Develop, plan and implement Detroit Historical Society signature fundraising and cultivation events.
- Manage special event committees.
- Track special event fundraising goals, budgeting and actual results.
- Work to cultivate and steward new donors, sponsors, and community partners.
- Write proposals for various funding opportunities.
- Coordinate with other members of the Society staff as need to complete projects.

**Desired Qualifications:**

- A bachelor's degree is required; however, comparable work experience may be substituted in some cases.
- A minimum of 2-3 years of experience in event planning and implementation of special events, preferably in a non-profit setting.
- Experience in preparation of sponsorship proposals.
- Excellent oral and written communication skills.
- Excellent attention to detail.
- Computer proficiency ability to work in a team-focused environment.
- Experience with Raiser's Edge of similar database is preferred.
- Comfortable managing multiple tasks with concurrent deadlines.
- Must be able to work efficiently in a fast-paced work environment and be a self-starter.
- Availability for occasional evening and weekend work supporting member and fund raising events is required.

To Apply:

Please submit resume, cover letter, salary requirements and two (2) writing samples to:

Norma Jean Zaleski  
Director of Finance and HR  
Detroit Historical Society  
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Detroit, MI 48202  
[normajeanz@detroithistorical.org](mailto:normajeanz@detroithistorical.org)

No phone calls please.