



Job Title: Development Administrative Assistant (Part-Time, Max 29 Hours)

Supervisor: Director of Development

Primary Role: Assist with multiple efforts of the development team.

Key Responsibilities:

- Manage the Raiser's Edge Database, including gift entry, constituent entry and database maintenance management.
- Assist Database Manager with gift entry and receipting, membership fulfillment, hard copy file management.
- Assist Special Events Manager with event committee meeting planning, tracking and other event assignments.
- Assist in membership relations activities, including responding to phone inquiries and providing general Society information.
- Assist other team members with a variety of activities related to member outreach, special events and fundraising efforts.
- Perform other duties, as assigned.

Desired Qualifications:

- The ideal candidate will possess the ability to take direction and run with it and not afraid to ask questions, when necessary.
- At least 1 to 2 years work experience necessary in an administrative type role.
- Raiser's Edge experience is strongly preferred.
- Excellent oral and written communication skills.
- Excellent attention to detail.
- Computer proficiency.
- Ability to work in a team-focused environment.
- Availability for occasional evening and weekend work supporting member and fund raising events is required.

To Apply:

Please submit resume and cover letter to:

Norma Jean Zaleski
Director of Finance and HR
Detroit Historical Society
5401 Woodward
Detroit, MI 48202
normajeanz@detroithistorical.org
No phone calls please.