



Job Title: Director Development

Reports To: Chief Development and Communications Officer

Key Responsibilities:

- Responsible for the identification, cultivation and solicitation of corporate, foundation, government and individual donors
- Develop and implement both short- and long-term development strategies for the Society
- Work directly with the executive team and the Major Gifts Officer to identify, cultivate and solicit new donors
- Cultivate, Solicit and Steward a portfolio of donors to secure campaign-related gifts
- Plan and organize all event-based fundraisers for the Society
- Establish and achieve all annual contributed revenue goals, including membership department
- Serve as a member of the Society's senior leadership team
- Work with other members of the Society staff to identify and develop funding needs

Key Candidate Personal Attributes:

- High personal motivation and desire to succeed
- Driven by challenge – looking to be stretched
- Very focused – able to zero-in on key issues
- Strong personal presence
- High energy levels, absorbs pressure and gets results
- Excellent interpersonal skills & a high level of emotional intelligence
- Patient, diplomatic and a good listener
- Culturally sensitive, commercially astute and politically adept
- Eye for detail, accuracy, and completeness
- Unquestionable integrity and credibility
- Committed and accountable company player who understands the wider vision & strategic issues of the organization and the importance of aligning the financial development strategy with DHS goals
- Actively seeks the views and input of the CEO, COO and Board Members on key issues relating to fundraising development

Key Professional Attributes:

- A natural team player & builder who leads by example and inspires passion and commitment
- Results oriented, over achiever - comfortable working within tight deadlines
- Tenacious and resilient with high energy levels - absorbs pressure and delivers results
- Combines strong strategic skills with an eye for detail and a willingness to be hands-on
- Negotiates effectively with professional contacts in explaining focus and purpose of campaign goals
- Understands the impact of their actions
- Sets high professional standards for themselves and others
- Outstanding work ethic

- Leadership and organizational skills, with an ability to motivate employees and maintain a positive working environment.
- This position regularly communicates with high level volunteers, donors, and DHS administration in dealing with confidential and sensitive information.
- Execution and results-oriented
- Vision and strategic talent
- Motivate others to develop new ideas and stimulate process improvement initiatives
- High degree of integrity and respect for others with a positive, "can do" attitude
- Able to effectively mentor Detroit Historical Society Development staff
- Keen business acumen
- Strategic thinker with an eye for detail
- Very good intellect and communication skills at all levels
- Ability to manage up as well as down
- A natural negotiator and mediator

Desired Qualifications:

- At least 7 years of progressively responsible development experience, preferably in a senior position
- Prefer a minimum of 3-5 years experience in fundraising running some aspect of a department (e.g. corporate relations, the annual fund, etc.)
- Supervisory experience is a plus, almost a requirement, but it doesn't have to be extensive. Basic competency in how to manage people is key.
- Personnel and project management experience, preferably in a non-profit setting
- Familiarity with Raiser's Edge is a plus!
- Understanding of teamwork competencies and the ability to work cooperatively with individuals from diverse backgrounds
- Bachelor's degree required; Master's degree preferred
- Candidates with CFRE designation preferred
- Ability to manage multiple tasks in an effective and efficient manner
- Availability for evening and weekend work is required
- Judgment/Problem Solving: The problems that this position will handle are complex. The resolutions to the problems that this position faces come from using creative and innovative thinking in applying applicable principles, theories and concepts. Decisions made at this level may be precedent setting and will be made collaboratively with Detroit Historical Society executive team.
- Work Complexity: Must be able to perform duties and tasks that are varied and complex. Must be willing to direct/manage problems or projects, where resolutions to challenges could be highly complex and precedent setting.

To Apply:

Please submit resume, cover letter, salary requirements and two (2) examples of previous work product to: Norma Jean Zaleski, Director of Finance and HR

Detroit Historical Society

5401 Woodward

Detroit, MI 48202

normajeanz@detroithistorical.org

No phone calls please.