

# DETROIT HISTORICAL SOCIETY



**Job Title:** Administrative Assistant - Development

**Supervisor:** Vice President - Development

The Administrative Assistant for Development is a key member of the team who will provide administrative support for the VP of Development and his staff. This position will interface with museum trustees and executive leaders, donors, and prospects through scheduling, email and telephone contacts, and written correspondence. This role is responsible for maintaining the Development Team calendar and for sending out donor acknowledgements. This vital support role involves assisting the Development Team at all levels of donor engagement.

The ideal candidate is a self-starter, looking to grow as a fundraising professional, and is comfortable working independently while contributing to a vibrant and successful team. S/he is skilled at the various tools to support the organization and efficiency of the Development Team.

The Administrative Assistant for Development is a full-time position reporting to the Vice President of Development. The standard work week is Monday-Friday, 9am – 5pm with some Work Flex as an option, but evening and weekend work related to events will be required. Remote work is an option, but this position requires at least 2 days a week in the Administrative Offices at the Detroit Historical Museum.

## **Responsibilities:**

- Manage the Altru CRM platform acknowledgement process so that all gifts are acknowledged in a timely manner.
- Assist Database Coordinator with data base cleanup, file management, and gift documentation.
- Assist the VP of Development in scheduling meetings with donors and prospects, and in documenting follow-up and commitments
- Assist the Corporate Gifts Officer and Manager of Individual Gifts & Stewardship with administrative support tasks including the scheduling of meetings, documenting commitments, and preparing reports.
- Assist Special Events Manager with organizing event committee meetings, tracking sponsorships and other event assignments.
- Perform other duties, as assigned.

**Qualifications:**

- Some college or an associate degree preferred; 1 to 2 years of experience required.
- Computer proficiency with MS Word, Excel, and PowerPoint.
- Proficient in the use of Outlook.
- Experience working in a museum or nonprofit cultural environment is desirable.
- Excellent organizational, communication, listening, and follow-up skills.
- Established process for successfully monitoring tasks.
- High sense of responsibility and accountability.
- Able to provide an excellent customer service experience for partners and a supportive work environment for staff.
- Raiser's Edge, Altru, or another CRM platform experience is strongly preferred.
- Excellent oral and written communication skills.
- Excellent attention to detail.
- Ability to work in a team-focused environment.

**Compensation & Benefits**

- DHS offers a comprehensive benefit plan that includes short/long term disability, medical and dental coverage (with premium sharing) and other benefits
- Paid Time Off policy of 20 days per fiscal year.
- Annual salary for this position is \$36,000 - \$40,000, depending on qualifications and experience.
- Paid holidays

**Candidate Requirements:**

- Willing to undergo a criminal background check
- Reliable transportation

**Interested candidates should forward a cover letter and current resume to:**  
[humanresource@detroithistorical.org](mailto:humanresource@detroithistorical.org), No phone calls, please.

**About DHS:** Stop working and start innovating! This is your opportunity to join a national leader in museum services. The Detroit Historical Society has a 100-year legacy of telling Detroit's stories and why they matter. DHS is an Equal Opportunity Employer, and we encourage a diverse pool of candidates to apply.