



Job Title: Corporate Relations Manager

Department: Development

Reports to: Chief Development and Communications Officer

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for almost 100 years. Located in Detroit's cultural district, The Society administers and develops exhibitions and programming for the Detroit Historical Museum, and Dossin Great Lakes Museum. The team cares for more than 250,000 artifacts in its collection, relying upon a staff of over 50 individuals to help bring Detroit's stories to life.

Position Description:

The Corporate Relations Manager is a key member of the Development team and will interface with museum trustees and executive leaders, corporate donors, and prospects. This role is responsible for advancing a robust portfolio of funding partnerships with corporations and will be responsible for development and implementation of new corporate partnership programs. This comprehensive role involves identification, cultivation, evaluation and solicitation of corporate donors, including developing and implementing strategies to retain existing donors.

The ideal candidate is a seasoned professional and experienced manager comfortable working independently while contributing to a vibrant and successful team. S/he is a skilled communicator and able to generate ideas for the continued improvement of development plans and processes. The manager will successfully identify and evaluate organization funding needs to create strategic funding programs that are of value to the organization and the funder. The manager will ensure the timely development, submission, and management of corporate proposals and reports and will collaborate with curators, educators, and exhibition staff to develop program proposals and reports and fulfill donor benefits.

The Corporate Relations Manager is a full-time position reporting to the Chief Development and Communications Officer. The standard work week is Monday-Friday, 9am – 5pm with Work Flex as an option, but evening and weekend work related to events and programs will be required.

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Major Responsibilities:

- Raise \$500k+ annually from corporate philanthropy and partnerships consistent with annual contributed revenue goals.
- Develop and implement an annual plan to meet budgeted goals for corporate partnership programs.
- Work closely with the CDCO, the CEO and selected Trustees to develop and steward relationships with corporate funders.
- Work with the CDCO, the CEO and selected Trustees to develop and implement a new “Celebrate Your History” Anniversary partnership, programming and sales initiative.
- Work with the CDCO, the CEO and selected Trustees to develop and implement a new “On-Site Exhibitions” program for corporate buildings and events.
- Expand the corporate donor base by cross referencing and elevating current client relationships.
- Prepare the CDCO, the CEO and selected Trustees for cultivation and solicitation opportunities, initially in a supportive role, and eventually establishing strong personal relationships and working independently.
- Effectively articulate the organization’s mission, goals, objectives, challenges, needs and opportunities to donors and prospects.
- Learn and uphold best practices for donor research, development systems, procedures, and ethics.
- Work closely with museum staff to develop high-quality corporate proposals and timely reports, consistent with organization’s messaging and mission.
- Work closely with Finance Department to ensure accurate representation of contributed corporate revenue in monthly financial reports.

Qualifications:

- Bachelor’s Degree/Master’s degree and 5 years of success in corporate philanthropy and/or sales.
- Demonstrated ability to close major gifts and/or six-figure sales.
- Experience working in a museum or nonprofit environment is desirable.
- Excellent organizational, communication, listening, and follow up skills.
- Established process for successfully prioritizing and delegating tasks.
- High sense of responsibility and accountability.
- Supervisory experience and commitment to creating a positive, team oriented, workplace culture.
- Strategic thinker and problem solver. Ability to anticipate potential issues and be proactive in finding solutions.
- Experience drafting budgets and forecasting revenue.

- Excellent people skills and team player.
- Sound judgment and the ability to make informed decisions.
- Able to provide an excellent customer service experience for partners and a supportive work environment for staff.
- Proven prospect research success.

Please send resume, cover letter and salary requirements to the Human Resources Department at humanresource@detroithistorical.org no later than February 8, 2019. Please no phone calls.

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. Most recently, with the 50-year anniversary of the summer of 1967, DHS sought to commemorate the traumatic riots with a sensitive and inclusive narrative. Rather than just create an exhibition, DHS shepherded a community-wide collaborative project. *Detroit 67: Looking Back to Move Forward* captured the story and proved that the Detroit Historical Society is a safe place to convene for difficult conversations.

DHS is an Equal Opportunity Employer and we encourage a diverse pool of candidates to apply.