



**Position:** Special Events Assistant

**Department:** Development

**Status:** Part-time Temporary

**Term Length:** mid-October through December 14, 2018

**Position Summary:**

The Special Events Assistant is a non-supervisory role responsible for contributing professional administrative support duties designed towards maintaining the cultivation, stewardship and communication with institutional donors. Reporting to the Director of Development, this temporary role will focus fundraising efforts for the upcoming annual Society Ball while delivering high levels of customer care. Primary responsibilities include administrative support to the Society Ball by soliciting and processing donations and maintaining the donor database.

**Position Elements:**

- Assist with the development of the Society Ball's silent and live auction including, coordinating logistics for auctioned items during the event;
- Maintain Raisers Edge fundraising database to record transactions, manage donor profiles, monitor and track donor pledges and payments, create batch letters and run reports;
- Manage donor correspondence by coordinating outreach and follow up for all solicitations;
- Research and compile recommendations for donor solicitation and retention;
- Cultivation and stewardship of Society donors;
- Performs special projects and tasks, as needed i.e. assists with marketing material preparation and mailing, drafts memos and other correspondences

**Key Requirements:**

- Three to five years comprehensive fundraising, development or event planning experience. Museum and non-profit experience is a plus
- Proficiency in Microsoft Office Suite
- Knowledge of Raisers Edge, preferred
- Strong organizational and time management skills with an emphasis in accuracy and attention to detail
- Highly dependable and reliable with the ability to meet project deadlines
- Ability to work effectively independently, in teams and across organization
- Excellent written and verbal communication skills with strength in building and maintaining relationships
- Flexibility to maintain a fluctuating schedule including some nights and weekends

The above qualifications and requirements are representative, but not all-inclusive, of the knowledge, skills and abilities required for the position.

**To Apply:**

Please submit a cover letter and resume to Eric Candela, Development Director at [ericc@detroithistorical.org](mailto:ericc@detroithistorical.org). No telephone 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. 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.