



Job Title: Membership and Annual Giving 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:

Vibrant Membership and Annual Giving programs are at the foundation of DHS's fundraising and programmatic success. The Membership and Annual Giving Manager is a key member of the DHS Development team, overseeing the museum's membership and annual giving programs with an emphasis on growth and expanding member/donor engagement as a part of a comprehensive fundraising program. This includes cultivating and acquiring new members and donors while stewarding, retaining, and upgrading current members and donors. S/he provides strategic oversight to the museum's membership program and manages the day-to-day implementation of all acquisition, retention, and cultivation initiatives for members, including member events, communications, renewals, benefits, collateral, and acquisition/upgrade/reactivation campaigns.

In addition, s/he is responsible for the creation and execution of the museum's annual giving program for mid-level donors, including the management of regular annual giving appeals, donor communications and collateral, with a special emphasis on expanding the museum's annual donor constituency.

The Membership and Annual Giving Manager is energetic, thoughtful, and highly personable in nature and values exceptional service, quality work, and personal relationships. This position will manage the stewardship and database staff and collaborate with other Development department staff to develop and maintain excellent relationships with DHS's members.

The Membership and Annual Giving 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.

Major Responsibilities:

- Responsible for achieving set fundraising goals for the DHS membership and annual giving programs
- Develops/oversees plans for annual giving solicitation and member recruitment and renewal in support of the DHS mission
- Develops and manages a creative, dynamic and donor-focused program of benefits, engagement, and cultivation for DHS members and donors
- Attentive and responsive to DHS members, ensuring relationships are genuine and our members’ experiences superlative
- Manages stewardship and database staff and works closely with Finance Department to make sure records are maintained with perfect accuracy
- Works closely with Finance Department to ensure accurate representation of contributed revenue in monthly financial reports
- Collaborates with other staff to identify member and donor stewardship and prospect cultivation opportunities
- Plans and implements promotions and events to attract, cultivate and steward new and returning members.
- Collaborates with events staff to make sure the needs and interests of members are appropriately considered in the creation and planning of events
- Works closely with marketing and communications team to develop membership and annual fund materials and associated marketing plans
- Other duties as assigned

Qualifications:

- A bachelor’s degree is preferred; comparable experience may be considered
- 3-5 years working in a fundraising and/or membership organization
- Proven success in developing and implementing innovative membership, cultivation and stewardship events
- Demonstrated experience developing and maintaining relationships with diverse donor or customer groups
- Must be proficient in Raiser’s Edge or similar database
 - Experience in data entry, query-building and generating reports

- Proven ability to organize and execute mail merges using Raiser's Edge, Excel and Word
- Excellent written and verbal communication skills. Outgoing and positive personality with strong interpersonal skills and a collaborative working style.
- Prior success with team building and managing toward positive, team oriented, workplace culture. Experienced mentor preferred.
- Excellent attention to detail
- Must be able to and willing to work occasional evenings and weekends, and attend functions as required.
- Able to work efficiently and effectively in a dynamic, professional environment

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.