

DETROIT HISTORICAL SOCIETY



Job Title: Fundraising Events Manager, Full time

Department: Programming & Events

Reports to: Chief Strategy and Marketing Officer

Annual Salary Range: \$50,000.00 - \$65,000.00

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 100 years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum, and our Collection Resource Center at Historic Ft Wayne. The team cares for 300,000 artifacts in its collection and relies on a staff of over 70 individuals to bring Detroit's vibrant stories to life.

Position Description:

Detroit Historical Society events, from exhibition openings to black-tie fundraisers, are executed with a clear sense of purpose and precision for what they communicate about DHS's place in Detroit's cultural landscape. As a place-based charitable institution, museum fundraising events designed to increase engagement and maximize revenue are a significant focus for the organization. The Fundraising Events Manager drives the overall success of these events and is responsible for curating an inspiring and creative year-round calendar of fundraising events. The primary role of this position is to lead ideation and execution of the Detroit Historical Society's annual fundraising events with special focus on its major fundraisers: the Society Ball and the Dossin Gala. Additional projects will include Next Century Club stewardship events, the annual DHS Golf Outing, and various tasting events.

The Fundraising Events Manager is a full-time position reporting to the Chief Strategy and Marketing Officer. The standard work week is Monday-Friday, 9am - 5pm with Work Flex and remote work as options, but evening and weekend work related to events and programs is required.

Major Responsibilities

Innovation. Research, develop and introduce creative, high-quality, engaging fundraising events that reflect current industry trends, working closely with DHS Executive Leadership and the Program & Events team to plan and execute all DHS fundraising and stewardship events.

Execution and Evaluation. Create comprehensive event plans, budgets and timelines, seeking input from throughout the organization and collaborating with Development Department on sponsorship, fundraising, and donor stewardship components. Monitor event performance, gather attendee feedback, and provide post-event analysis and reports.

Production. Produce event and promotional materials (invitations, signage, programs, etc.) including obtaining vendor bids, overseeing design of promotional materials, and approval process.

Collaboration. Work interdepartmentally to achieve goals, seeking input from and providing data, timelines and information to staff and volunteers.

Qualifications

- A bachelor's degree is preferred; comparable experience may be considered.
- 3-5 years of event planning and marketing/sales experience.

- Experienced in event operations and familiar with the Metro Detroit catering and event industry.
- Excellent organizational, communication, listening, and follow-up skills.
- High sense of responsibility and accountability.
- Proactive problem solver with proven ability to use sound judgment and ability to anticipate and resolve potential issues.
- Collaborative team member with excellent people skills and a commitment to customer service.
- Strong project management and time management skills with the ability to manage multiple events simultaneously.
- Experience working with fundraising/volunteer event planning committees.
- Must be digitally adept and proficient in Outlook, Word, Excel, and PowerPoint.

Candidate Requirements

- Willing to undergo a criminal background check.
- Valid driver's license.
- Ability to lift 25 lbs.
- Comfortable using a ladder or step ladder.
- Reliable transportation and ability to travel to work at either museum.
- Enjoys working with the public and comfortable working with diverse populations, including and integrating all people and groups; respecting people from all backgrounds and cultures; understanding, accepting, and valuing differences between people.

Compensation and 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 (PTO) policy of 20 days per fiscal year.
- Annual salary range for this position is \$50,000.00 - \$65,000.00 depending on qualifications and experience.
- Paid holidays.

Paid Parental Leave

- After 12 months of qualifying service in coordination with FMLA.

Please note the Annual Salary Range (above) prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org No phone calls, please.

EEO Statement

The Detroit Historical Society (DHS) is an Equal Opportunity Employer seeks to reach a broad and diverse candidate pool when filling vacant positions., and we encourage a diverse pool of candidates to apply. We strongly encourage applications from people of diverse backgrounds because we believe that our organization and its work benefit from the perspectives and talents that a diverse staff brings. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.