

DETROIT HISTORICAL SOCIETY



Job Title: Fundraising Events Manager, Full time

Department: Development

Reports to: Director of Development

Annual Salary Range: \$50,000.00 - \$65,000.00, depending on qualifications and experience

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 over 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 nearly 300,000 artifacts in its collection and relies on a staff of over 50 individuals to help to continue to bring Detroit's vibrant stories to life.

Position Description:

Ensures Detroit Historical Society events 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 institution, events at the Detroit Historical Society are a significant focus for the organization and the Fundraising Events Manager is an integral part of the Society's success. This position is responsible for developing and supporting an active fundraising and stewardship events calendar with a dual emphasis of maximizing revenue and increasing stewardship engagement. The primary role of this position is to lead the execution of the Detroit Historical Society's annual events with special focus on its major fundraisers: the Society Ball and the Dossin Gala. Additional events will include Century Club stewardship events, and the annual DHS Golf Outing. The Fundraising Events Manager is a full-time position reporting to the Director of Development. 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

- Work closely with the Development Team to plan, organize and execute all DHS fundraising and stewardship events.
- Collaborate with other departments to implement comprehensive plans, and timelines, including budget monitoring and post event reporting.
- Provides support for volunteer event committees as the staff liaison.
- Support the Development Team as they develop long-range strategic plans for Fundraising events.
- Collaborate with the Corporate Gifts Officer to identify sponsorship benefits, sponsor prospects and proposal details and will also work to identify and secure sponsors.
- Solicit and secure in-kind donations for auction items.
- Produce event and promotional materials (invitations, signage, programs, etc.), and obtain vendor bids.
- Attends informational meetings and assist at events as needed.
- Complete other duties and projects as assigned, directed, or as required to facilitate Society business.

Qualifications

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

- Knowledge of event operations and the catering and event industries in the Metro Detroit area.
- Excellent organizational, communication, listening, and follow up skills.
- Strong project management and time management skills.
- High sense of responsibility and accountability.
- Problem solver. Ability to anticipate potential issues and be proactive in finding solutions.
- Excellent people skills and be a team player.
- Sound judgment and the ability to make informed decisions.
- Able to provide an excellent customer service experience for guests.
- Experience working with volunteer fundraising/event planning committees.
- Understand that exemplifying diplomacy and professionalism while working with diverse committees is a major, and at times challenging, aspect of this position.
- Exhibit proficiency in all components of Microsoft Office Suite.

Candidate Requirements

- Willing to undergo a criminal background check.
- Possess a 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, (Full-time Employees only)

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 (Both Full-time and Part-time Employees)

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

Please note the **Annual Salary Range** 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.