**Job Title:** Special Events Coordinator  
**Department:** Development  
**Reports to:** Manager of Individual Gifts & Stewardship

Founded in 1921, the Detroit Historical Society (DHS) is dedicated to ensuring that the history of our region is preserved so that current and future generations of metro Detroiter can better understand the people, places and events that help to shape our lives.

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 a collection of over 300,000 artifacts. We are seeking a creative, team player for the position of Special Events Coordinator.

**Position Description:**

Detroit Historical Society events are executed with a clear sense of what they communicate about DHS’ place in Detroit’s cultural landscape. The Special Events Coordinator contributes to the overall success of the organization. The primary role of this position is to coordinate DHS' annual events while striving to maximize revenue. They include two donor dinners (one is black tie), a donor stewardship/appreciation event, and a golf outing.

The Special Events Coordinator is a full-time position reporting to the Manager of Individual Gifts & Stewardship. The standard workday is Monday-Friday, 9am – 5pm with a Work Flex schedule as an option. Evening and weekend work related to events and programs is required.

**Major Responsibilities:**

**Pre-event:**

- Maintaining event budgets and line by line timelines
- Work with Development team to establish sponsorship benefits, identifying sponsor prospects, and to coordinate sponsorship solicitations
- Drafting, reviewing, and updating copy for website, internal and external communications, and event promotions; creating and maintaining audience list for mail and email communications
- Coordinating design and production of event-related print and promotional materials (invitations, signs, programs, tickets, etc.)
- Scheduling activities of DHS staff, volunteers, and applicable event vendors (i.e., photographers, mobile bidding partner, entertainers, etc.) and preparing run of show details for events
• Soliciting and securing auction items and restaurants/beverage partners

Event:
• Coordinating event set-up, execution and tear-down
• Coordinating event staff, vendors, and photography
• Coordinating with appropriate DHS Manager to oversee event volunteers
• Troubleshooting challenges and resolving problems

Post-event:
• Completing vendor payments
• Conducting "wrap" meetings with committee members and staff
• Creating analysis reports for major events with conclusions and recommendations
• Maintaining event data in Altru, our Customer Relationship Management program
• Creating a "wrap" report for sponsors; sending thank-you letters to event supporters and committee members

General Responsibilities:
• Maintaining vendor service agreements and coordinating invoices and payments
• Works closely with Development and Finance Department staff to ensure accurate representation of event revenue in monthly financial reports
• Managing fulfillment of auctioned DHS experiences throughout the year
• Researching events at other museums and organizations to enhance DHS events and creating new fundraising events as appropriate

Qualifications:
• A bachelor’s degree in Marketing or Communications is preferred; comparable experience may be considered
• 2-3 years of event planning or marketing/sales experience
• Valid driver’s license, reliable transportation, and ability to travel to work at either museum
• Previous experience in event operations
• Experience working in a nonprofit environment, preferably at a museum or cultural organization
• Excellent organizational, communication, listening, and follow-up skills
• Demonstrated ability to prioritize tasks
• High sense of responsibility and accountability
• Strategic thinker and problem solver. Ability to anticipate potential issues and be proactive in finding solutions.
• Excellent people skills. Team-oriented individual with a commitment to create a positive workplace culture.
• Experience with researching donors in programs such as Altru, Raiser’s Edge, E-Tapestry or similar databases is a plus

Candidate Requirements:

• Willing to undergo a criminal background check
• Ability to lift up to 25 lbs.
• Comfortable using a ladder or step ladder

Compensation & 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 policy of 20 days per fiscal year
• Paid holidays
• Annual salary for this position is $40,000 - $45,000, depending on qualifications and experience.

Please send resume and cover letter to the Human Resources Department at humanresource@detroithistorical.org no later than July 22, 2022. No phone 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. DHS is an Equal Opportunity Employer, and we encourage a diverse pool of candidates to apply.