



Position Opening: Development Specialist

The Historical Society of Michigan seeks a qualified individual to serve as Development Specialist. The Development Specialist is a part time position that plays a key role in the development that supports the educational mission of the nonprofit and nongovernmental Historical Society of Michigan, the oldest cultural institution in the state, founded in 1828.

The Development Specialist will assist the Director of Development with planning, directing, and coordinating fundraising activities for the Historical Society of Michigan. The Development Specialist and the Director of Development will provide leadership for the creation of strategic fund development initiatives to include a major and planned giving program, annual giving, donor stewardship and recognition programs, and public relations related to development.

This is a part-time (20 hours per week) flexible schedule position.

Responsibilities

- Working closely with Director of Development, to develop and implement a plan with short- and long-range goals to meet Historical Society of Michigan funding objectives, and enlist support from the Historical Society of Michigan Executive Director and CEO, members of the senior staff, internal and external volunteers, as appropriate
- Help Director of Development strategically grow the prospective donor base for donors at all levels of giving capability
- Work within established HSM Development policies, systems, and procedures

Duties

- With Director, develop and implement plans:
 - a. for direct mail fundraising appeals (Annual Appeal, President's Appeal, and others)
 - b. to recruit a growing number of sponsors for HSM's three annual history conferences
 - c. to recruit a growing number of sponsors for HSM's yearlong Michigan History Day academic competition and State Finals event
 - d. for electronic fundraising through email (via Neon) and social media (in consultation with communications team)
 - e. for major giving and planned giving programs
- Assure that appropriate thank you letters/emails are being sent in a timely fashion to donors in appreciation for their support of HSM's mission
- Write and submit grant proposals to support existing programs and new initiatives, as directed by Director of Development
- Assist with logistics associated with the *Update* annual report; prepare and edit content for communications team to lay out that explain all major HSM programs and include the annual Honor Roll of Donors
- Attend regular staff meetings and other meetings to report on development activities to the broader HSM team

- Cultivate relationships with new and existing donors and solicit major and planned gifts, as requested. Develop and conduct outreach to create opportunities to cultivate relationships with local businesses, civic and social groups, estate and financial planning professionals, and other professionals with an interest in the value and mission of Historical Society of Michigan
- In conjunction with relevant HSM staff, create public relations materials to enhance the Historical Society of Michigan's image and fundraising program
- Participate in training and other educational offerings
- Take on special Development projects, as assigned by either the Director of Development or the Executive Director and CEO

Reports to: Director of Development, Historical Society of Michigan

Pay: \$25 per hour

Minimum Qualifications

- Minimum of 5 years professional experience in fund development and relationship building
- Bachelor's degree in field that would support fundraising success
- Thorough knowledge and understanding of all areas of fundraising, including annual, major, and planned giving
- Demonstrated experience leading and executing innovative methods for raising money electronically through emails and social media
- Outstanding interpersonal and communication skills
- High level of problem-solving and organizational skills
- Proven track record of successfully meeting steadily increasing fundraising targets for a nonprofit organization
- Experience using donor management software to track donations, donor recognition, and generate reports
 - Discretion when dealing with highly sensitive information, and a focus on customer service
- Demonstrated experience supervising team members to meet goals
- Ability to delegate and manage complex tasks
- Open to occasional evening and weekend work
- Outgoing personality that is willing to work in person, on the phone, and via electronic means with a wide variety of people
- Experience with Microsoft Office, Neon, and Adobe Creative Suite is a plus
- Experience with or interest in working in a nonprofit environment that is mission-driven
- Demonstrated ability to work independently and as a team member
- Interest in Michigan history is a plus

Review of applications will begin immediately and continue until the position is filled. We encourage applications from under-represented groups, including minorities, women, and people with disabilities.

The Historical Society of Michigan is a 501(c)3 non-profit educational organization.

To apply please email a cover letter and resume to resume@hsmichigan.org. The position will remain open until filled.