



Position Description for Member Relations and Development Assistant

The Historical Society of Michigan seeks a qualified individual to serve as the Member Relations and Development Assistant.

The Member Relations and Development Assistant will assist in interactions with Society members, magazine subscribers, and donors, with a focus on providing them a first-class customer experience; and play a support role for the Member Relations and Development Manager and Director-level staff. This is a part-time position.

About the Historical Society of Michigan: The Historical Society of Michigan (HSM), the state's oldest cultural organization, helps connect Michigan's past to students, educators, historical organizations, and the public through educational programs, conferences, publications, awards, workshops, referral services, networking opportunities, and support for local history organizations. HSM is the publisher of *Michigan History* magazine, the *Historic Michigan Travel Guide*, and other publications.

Established in 1828, the Historical Society of Michigan is a member-supported educational 501(c)(3) nonprofit organization.

HSM is not collection-based and does not operate the state museum or archives housed at the Michigan History Center in downtown Lansing. The Center is a part of the Michigan Department of Natural Resources.

Job Description: Under the supervision of the Member Relations and Development Manager, the Member Relations and Development Assistant will enter donation, subscriber, and membership information into databases; implement donor recognition efforts and assist with other development activities; and perform other work duties as assigned.

The successful candidate will be a dynamic, detail-oriented self-starter with communication, writing, time-management, and office administrative skills. Applicants with a background in any of the following areas: database administration, marketing, outreach, fund-raising, or public relations would be particularly desirable.

Duties include providing first-class customer service to HSM members, HSM magazine subscribers, and HSM donors; processing applications and data-entry; fund-raising support; internal and external communication; answering e-mail and phone inquiries; and maintaining correspondence.

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

Duties and Responsibilities

- **Provide member relations and subscriber services – 25%**
 - Input new member information and current member updates into database.
 - Assist with member renewal and new member outreach.
 - Input new subscriber information and current subscriber updates into database, as needed.
 - Assist with subscriber renewal and new subscriber outreach, as needed.
 - Compile financial deposit information to be reviewed by Member Relations and Development Manager before going to the accounting department.
 - Respond to e-mails, calls, and correspondence from members, potential new members, subscribers, and potential new subscribers. Greet visitors to the office. Process credit card payments over the phone.

- **Support fund development activities – 20%**
 - Input new donor information and current donor updates into database.
 - Assist with all development activities, including fund-raising mailings, sponsorship recruitment, grant applications, etc.
 - Assist with implementation of donor recognition programs and gift acknowledgement, including for the HSM Legacy Circle.
 - Assist the Director of Development and the Member Relations and Development Manager with donor stewardship, outreach, and research activities.
 - Compile financial deposit information to be reviewed by Member Relations and Development Manager before going to the accounting department.
 - Respond to e-mails, calls, and correspondence from HSM donors and potential new donors. Greet visitors to the office.

- **Other work duties as assigned 5%**

Reports to: Member Relations and Development Manager of the Historical Society of Michigan

Salary: \$13 per hour. This position works in our Lansing office.

Minimum Qualifications

- Professional experience in an office environment and experience doing administrative support, marketing, outreach, fund-raising, or public relations
- Experience with office operations, equipment, and procedures
- Excellent written and verbal communication skills
- Competency using all Microsoft Office products
- Detail-oriented, and a high level of problem-solving and organizational skills
- Demonstrated ability to work independently and as a team member
- Interest in or experience working with nonprofit organizations
- Interest in Michigan history is a plus
- Valid driver's license and willingness to travel to various locations throughout Michigan as needed.

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

To apply, please e-mail a cover letter and resume to resume@hsmichigan.org with subject line **"Member Relations and Development Assistant."**