



## **Position Opening: Director of Development**

The Historical Society of Michigan (HSM) seeks a qualified individual to serve as Director of Development. The Director of Development is a full-time position that plays a key role in the development/revenue operation 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 Director of Development will work with the Senior Director of Development to plan, direct, and coordinate fundraising and friend-raising activities for the Historical Society of Michigan. They 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.

**About the Historical Society of Michigan:** The Historical Society of Michigan, the state's oldest cultural organization, helps to connect the stories of all Michigan's peoples to students, educators, historical organizations and the public through education 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*, the *Michigan Historical Review*, and other publications.

HSM 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.

### **Characteristic Duties and Responsibilities**

#### **Implement Development Strategies and Operations (90%)**

- Work closely with both the Senior Director of Development and the Executive Director and CEO, to help develop and implement a plan with short- and long-range goals to meet HSM funding objectives and enlist support from members of the senior staff, internal and external volunteers, as appropriate.
- Work within established HSM Development policies, systems, and procedures.
- Take lead in implementing plans for major direct mail fundraising; growing the number of sponsors for HSM's annual history conferences; and recruiting more sponsors to support HSM's yearlong Michigan History Day<sup>®</sup> academic competition, and other HSM programs.
- Develop and take lead in implementing plans for electronic fundraising and donor recognition through email and social media (in consultation with marketing team).

- Assist the Senior Director of Development in implementing strategies for major giving and planned giving programs.
- Attend regularly scheduled staff meetings and other scheduled meetings to report on development/revenue 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 HSM.
- Write and submit grant proposals to support existing programs and new initiatives, as directed by Senior Director of Development.
- Participate in training and other educational offerings.
- Work closely with the Accounting Manager and Member Relations and Development Manager to develop and implement protocols to process revenue from donations, in accordance with accounting principles.
- Work with the Member Relations and Development Manager, who implements day-to-day processes related to handling incoming revenue, processing donations, etc.

### **Other Duties (10%)**

- Take on special Development or other projects, as assigned by either the Senior Director of Development or the Executive Director and CEO.

**Reports to:** Senior Director of Development and the Executive Director and CEO of HSM.

**Salary: \$55-60,000, based on relevant experience.** This is an exempt salary senior staff position that includes employee health insurance, TIAA retirement contribution, disability insurance, vacation, and other benefits.

### **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 giving, grant writing, major, and planned giving.
- Demonstrated experience leading and executing innovative methods for raising money electronically through emails and social media.
- A record of successful solicitations of \$10,000 or more.
- Proven track record of successfully meeting steadily increasing fundraising targets for a growing 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 working with an organization's team members to meet goals.
- 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 to build lasting relationships.
- Experience with Microsoft Office; experience with Adobe Creative Suite a plus.
- Experience with or interest in working in a nonprofit environment that is mission driven.
- Outstanding interpersonal, communication, and team-building skills.
- High level of problem-solving and organizational skills.
- 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](mailto:resume@hsmichigan.org).