



Role Description: Development and Engagement Manager

Society Profile:

The Charlevoix Historical Society dates back to 1879, was reorganized in 1972, and was recognized as a 501(c)(3) non-profit organization in 1986. The mission of the Society is:

Enriching Charlevoix culture through preservation, education and engaging experiences celebrating our history.

The Society owns or has responsibility for the preservation of three historic properties in Charlevoix, MI: the Museum at Harsha House, Charlevoix Train Depot and South Pier Lighthouse. The Society mounts exhibits and offers programs on Charlevoix history.

Role Summary:

Under the direction of the Board President, and in coordination with the Program and Event Chair, Membership Chair and Finance Chair, responsible for managing fundraising efforts of the Society, member and donor engagement, program development and grant writing to support the mission of the organization.

Responsibilities:

- Maintain membership data in Neon One CRM system, coordinate membership campaigns and manage member relations. Manage donation process.
- Manage social media and member communications.
- Lead fund development strategy along with donor cultivation and relationships.
- Manage the Society's website and electronic communications.
- Plan and execute Society events, manage private events at the Train Depot and guides for step-on bus tours.
- Grant research, writing, submission and reporting, in collaboration with the board chairs and staff.
- Support daily office management, phone calls and visitors, ensure technology is set-up and working properly.
- Assist with special projects, programs, and events.
- Assist with the museum and depot management as needed.
- Represent the Historical Society in a professional manner on public occasions and in fund raising efforts.

- Ensure high level of customer service.

Reporting on Fundraising, Membership and Social Media initiatives:

- monthly oral report to the board
- quarterly written reports to the President
- written report at year-end for inclusion in Annual Report

Qualifications:

- managerial skills, ability to plan, organize and direct processes, projects and people
- CRM experience
- 3-5 years of experience, or equivalent training
- excellent customer service skills
- computer skills (Word, Excel, Wordpress, Canvas, Wordpress or equivalent)
- social media skills (Facebook, Instagram, YouTube)
- strong verbal and written communication abilities
- desired - interest in history and preservation, ideally in the Charlevoix or northern Michigan area
- ability to be an effective team player

Requirements:

Full-time, salaried position. Flexibility to vary work schedule and to work occasional weekends or evenings for special events.

Desired qualifications: Degree in business, non-profit management, fundraising management or other relevant experience.

EOE