

Troy Historical Society
Community Development Director

Flexible: 24 hours/week, M-F 10:00 am - 3:00 pm
Part-Time Staff Position

The Troy Historical Society (THS) seeks an entrepreneurial Community Development Director to maintain and grow support from private and public sources in the region, cultivate donors, and actively build community support for the Troy Historic Village programs and services.

Requirements: The Community Development Director will have:

- Excellent interpersonal, writing, and communications skills
- Ability to work with the public, corporate sponsor management, city government , internal staff, volunteers, and outside vendors
- Strong computer MS Word, Outlook, Excel, and database skills
- Meticulous attention to detail
- Highly developed project and event management abilities
- Ability to partner with marketing to identify optimal use of traditional and social media
- Proven track record in identifying and cultivating individuals for major gifts
- Creative ideas for corporate partnerships, individual memberships, and events
- Knowledge of planned giving
- Ability to work within a budget and tight timelines

The Community Development Director will report to the Executive Director and be a key member of THS's Management Team. The Community Development Director will work closely with Troy Historical Society Trustees and volunteers. Candidates with management expertise in sales, marketing, and relationship management in business and the nonprofits environment are encouraged to apply. Knowledge of the Troy regional community is preferred. THS offers a competitive salary and flexible schedule.

To Apply: Cover letter should be submitted with a resume to Troy Historic Village, 60 W. Wattles Rd. Troy MI 48098, Attn: Loraine Campbell or sent to ed@thvmail.org.
Application deadline: December 17, 2017.

The Troy Historical Society is an equal opportunity employer.