



www.dekalbcountyhistory.org

Communications & Development Manager

Status: Hourly, part-time (20 hours)

Pay: \$18-\$22 an hour

Background:

DeKalb County History Center is a nonprofit with the mission to “Inspire Curiosity in DeKalb County’s history.” We are committed to exploring our local history from a variety of perspectives; gathering people together through exhibits, programs, and research; engaging with people of diverse backgrounds to ensure they see themselves in our local history; and inspiring people to apply this knowledge to enlighten the decisions of tomorrow.

The History Center also is dedicated to building the capacity of local history organizations by providing resources and opportunities for collaboration.

Position overview:

Reporting to the Executive Director, the Communications & Development Director plays a critical role in supporting the organization's fundraising and outreach efforts. Responsibilities include four annual fundraisers, and the campus expansion capital campaign, “Rooted in History, Cultivating the Future.” This position is responsible for managing and implementing special events; supporting donor development and retention efforts; and serving as the development team's point person.

Additionally, in coordination with the Executive Director this position coordinates History Center communication including social media, newsletters, website updates, press releases, and membership engagement.

Strong candidates will have experience in nonprofit fundraising, possess strong communication and relationship-building skills; and be passionate about being part of a dynamic team committed to fundraising excellence in service to the DeKalb County History Center’s mission.

Key Responsibilities

- Support timely and personalized stewardship with donors and members.
- Collaborate with the development team to meet annual fundraising goals.
- Execute marketing plans to engage members, donors, history partners and the public throughout DeKalb County.
- Seek professional development opportunities that will enhance job performance, including building networks within DeKalb County.
- Oversee annual fundraising campaigns such as Give DeKalb County, Cocktails at the Crib, Historic Homes Tour, and Annual Appeal.
- Develop content and manage production in collaboration with the Executive Director for fund raising/membership outreach including direct mailings, social media planning, and YouTube.

- Serve as the Little Green Light administrator.
- Collect and analyze fund raising and communication metrics on a quarterly basis.

Special Events:

- Serve as the development lead for donor cultivation events, stewardship gatherings, and select organizational events.
- Coordinate sponsorship solicitations, including identifying potential sponsors and managing outreach efforts. Track sponsorship commitments and ensure timely follow-up and acknowledgment.
- Collaborate with the Executive Director and Development Committee to implement marketing strategies for events, including invitations, promotional emails, and social media content to maximize attendance and visibility.
- Manage post-event activities, including thanking sponsors and attendees, as well as compiling reports on event performance.

Board of Directors:

- Serve as the primary note taker for board and committee meetings and draft minutes.
- Provide reports and updates on development and marketing strategies.

Other duties as assigned

Qualifications:

- 4+ years of experience in nonprofit development with individual giving campaigns, event management, and/or donor database administration, preferably in a management role.
- Creative design aptitude for visual communications
- Proficiency in platforms for web development, e-commerce payments; event and marketing communications software applications (WordPress, Zeffy, Eventbrite, MailChimp)
- Excellent interpersonal, communication, organization, and project management skills.
- Self-starter capable of adapting to changing priorities and deadlines
- Commitment to the DeKalb County History Center's mission and values.

The skills and experience needed to be successful in this job exist on a spectrum. Highly qualified and desirable candidates may not meet 100% of the skills and experience included in this description. We encourage all who are interested in this position to apply.

Evening and weekend work is sometimes required. This role routinely uses standard office equipment such as computers, phones, and scanners. Employees are regularly required to talk, hear, see, and communicate effectively via computer. DeKalb County History Center is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. It does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions. DeKalb County History Center is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

Applicants are encouraged to submit a cover letter and resume by February 15 to Michelle Donahoe, michelle@dekalbcountyhistory.org