



## **Development Manager**

### **About the Organization**

Detroit Sound Conservancy (DSC) is a community-based archive dedicated to preserving, activating and celebrating Detroit's musical heritage. DSC shares its resources to support archival practices that amplify this heritage and safeguard its history—of people, movements, legends, and lore.

Established in 2012, DSC has grown into a vibrant and culturally rooted arts nonprofit in Detroit. Through the first decade of work, DSC has fundraised through crowdfunding, foundation grants and individual giving to hire a professional staff and rehabilitate the historic Blue Bird Inn into a music venue, community space and music archive. DSC is now in a period of growth to create a sustainable organization for the future in a new home. DSC's work of preservation necessitates a robust vision of development and fundraising.

### **About the Role**

Detroit Sound Conservancy is looking for a dynamic, imaginative, and passionate individual to join the team as the Development Manager. The Development Manager will play a key role in advancing the organization's mission by overseeing and supporting both fundraising efforts and operational functions. This individual will be responsible for developing and executing annual fundraising strategies, including managing the annual fund campaign, fundraising events, and major gifts program. The Development Manager will play a key role in donor cultivation and stewardship.

The ideal candidate will be highly organized, collaborative, and able to manage multiple priorities while maintaining a strong focus on mission impact and relationships. This new role will be critical to advancing our mission to preserve and celebrate Detroit's rich musical heritage and ensuring the sustainability and growth of our arts and culture initiatives

### **Tasks & Responsibilities**

- Cultivate and maintain relationships with current and prospective donors, ensuring effective stewardship and communication.
- Develop and implement fundraising campaigns, including annual giving, online campaigns, and special events, to meet organizational fundraising goals.

- Lead and execute DSC's individual and major gift-giving programs, including donor identification, cultivation, and stewardship, as well as annual appeal campaigns.
- Develop personalized cultivation strategies and proposal materials to inspire transformative giving.
- Identify and solicit corporate sponsorships and maintain relationships with key business partners through year-round stewardship.
- In collaboration with DSC leadership, develop an annual fundraising plan that balances fundraising and friend-raising activities.
- Plan and execute fundraising events that provide opportunities for donors to connect with and support DSC. Events may include concerts, festivals, house parties, and donor appreciation gatherings. Event-specific responsibilities include logistics, staff and volunteer coordination, promotion, and post-event follow-up.
- Craft and facilitate gift acknowledgments for individual and institutional donors and other donor communications throughout the year to share the impact of these gifts.
- Establish and execute communication efforts, including social media, newsletters, and community outreach, to raise awareness of the organization's mission.
- Maintain and improve the donor database and oversee tracking of donations, acknowledging gifts, and generating donor communications.
- Support DSC's leadership in identifying and applying for grants from foundations, corporations, and government sources. Help prepare compelling proposals and reports and track grant progress and outcomes.
- Ensure the organization's operations align with all relevant legal, financial, and regulatory requirements, particularly related to fundraising activities and donor management.
- Assist in managing budgets, presenting financial reporting, and executing administrative tasks related to development.
- Work as part of the team analyzing and developing non-philanthropic revenue-generating opportunities, including membership programs, ticket sales, merchandise, food/beverage and venue rental at The Blue Bird Inn.
- Work closely with the organization's leadership, Board of Directors, and other key staff to develop and execute strategies for organizational growth and sustainability.
- Cultivate a strong relationship with DSC's board by encouraging the board's involvement in fundraising, sharing best practices, and providing support as needed.

- Act as an ambassador for Detroit Sound Conservancy at community events, networking functions, and cultural gatherings. Build relationships with local artists, musicians, and cultural organizations to strengthen partnerships and expand the organization's reach.
- Other duties as assigned.

### **What You Bring to the Role**

- 4+ years of experience in nonprofit fundraising, preferably within the arts and culture sector, with a proven track record of success in securing major gifts and growing donor relationships.
- Strong strategic planning skills with the ability to develop and execute fundraising plans that align with the organization's vision and values.
- Demonstrated proficiency in donor management software, fundraising databases, and Google Suite.
- Excellent communication skills, both written and verbal, with the ability to articulate the organization's mission and funding needs in a compelling manner.
- Enthusiasm for and experience building relationships with funders.
- Strong passion for Detroit's musical heritage and a deep appreciation for its cultural significance. Knowledge of the city's music history and its impact on American culture is highly desirable.
- Ability to work independently and collaboratively in a small but growing organization.

### **Nice to Have**

- Bachelor's degree in a relevant field, such as arts administration, nonprofit management, or cultural studies.
- Experience in planning and executing large-scale fundraising or community events.
- Familiarity with grant research, writing, and reporting software/tools.

### **Salary**

The salary range for this position is \$55,000 to \$65,000 per year.

### **The Perks**

Working at Detroit Sound Conservancy has its perks! We offer the following benefits:

- Generous medical, dental, and vision insurance
- Flexible time off

- A hybrid work schedule

Detroit Sound Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Visit our [website](#) to learn more about Detroit Sound Conservancy!