



Detroit Sound Conservancy Donor Engagement Manager Job Description

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 seeking a dynamic, entrepreneurial, and results-oriented Donor Engagement Manager to lead the organization's first major gifts fundraising efforts. This role is ideal for a highly motivated relationship builder who thrives on connecting with people, identifying opportunities, and inspiring philanthropic investment in Detroit's rich musical heritage. The Donor Engagement Manager will identify, cultivate, solicit, and steward a portfolio of up to 150 individual donors and prospects, developing strategies to grow donor engagement, increase giving, and achieve fundraising goals.

The ideal candidate is a confident communicator with a strong history of bringing new or increased financial support to mission-driven work. They are skilled at building relationships, initiating conversations, making compelling asks, and creating meaningful connections between donors and mission impact. With a passion for Detroit's music and cultural legacy, this individual will play a critical role in securing the philanthropic resources needed to preserve, celebrate, and amplify Detroit's musical heritage for future generations.

Tasks & Responsibilities

- Lead the strategy and execution of the major gifts program, driving donor identification, cultivation, solicitation, and stewardship.
- Own the donor solicitation process by developing strategies, setting goals, identifying next steps, leading donor conversations, and securing philanthropic commitments that advance Detroit Sound Conservancy's mission.
- Manage and grow a portfolio of current and prospective donors, moving relationships through the donor journey from discovery and engagement to commitment, increased investment, and long-term stewardship.
- Develop personalized donor strategies, proposals, presentations, and communications that effectively articulate organizational priorities, community impact, and opportunities for support.
- Plan and execute donor engagement initiatives, including impact updates, cultivation touchpoints, appreciation efforts, and fundraising events such as concerts, festivals, house parties, and donor gatherings.
- Maintain accurate donor records, documenting interactions, strategies, next steps, pipeline activity, and outcomes to support forecasting, reporting, and effective relationship management.
- Track fundraising performance metrics and provide regular updates on progress toward revenue goals, donor engagement, and pipeline development.
- Collaborate with executive leadership, staff, and the Board of Directors to align fundraising priorities with organizational strategy, programs, and community impact.
- Serve as an ambassador for Detroit Sound Conservancy by representing the organization at donor meetings, community events, cultural gatherings, and networking opportunities while building relationships with artists, musicians, partners, and community stakeholders.
- Identify and support opportunities to expand earned revenue streams, including memberships, ticket sales, merchandise, food and beverage programs, venue rentals, and other mission-aligned initiatives.
- Perform additional duties as assigned to support organizational goals and initiatives.

What You Bring to the Role

- 4+ years of experience in fundraising, sales, business development, account management, or relationship-driven revenue generation, with a proven track record of meeting goals, closing opportunities, and building long-term relationships.
- Demonstrated success securing major gifts, sponsorships, partnerships, or other significant financial commitments through strategic outreach, cultivation, and solicitation.
- Proven ability to develop and manage fundraising pipelines, track opportunities, maintain consistent donor follow-up, and communicate an organization's mission, impact, and funding opportunities through compelling presentations that inspire support.
- Experience using donor management systems, CRM platforms, fundraising databases, and productivity tools to manage relationships and track progress.
- Highly self-motivated, organized, and goal-oriented, with the ability to work independently while collaborating with a small and growing team.
- Passion for Detroit's musical heritage and a strong appreciation for the role of arts and culture in strengthening communities.

Nice to Have

- Experience securing and managing corporate sponsorships.
- Proven success in researching, writing, and managing grant applications.
- Bachelor's degree or equivalent experience in a relevant field, such as arts administration, nonprofit management, or cultural studies.
- Experience in planning and executing large-scale fundraising or community events.

Salary

The salary range for this position is \$70,000-\$85,000 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.