

Community Development Director - Troy Historic Village & the Troy Traffic Jam

Flexible: Average 18 Hours/Week Annually

Part-Time Staff Position \$20-22/hour

About Troy Historic Village: The Troy Historic Village is a collection of 11 historic buildings and associated artifacts used to engage the community in hands-on history. In a typical year more than 24,000 visitors come to the Village for school field trips, scout programs, history talks and programs, tours, artisan classes, community events, and private rentals. The Village is owned by the City of Troy and operated by the Troy Historical Society.

Position Overview: The Troy Historic Village is seeking a Community Development Director who will collaborate with staff, board, and community members to develop partnerships and financial support for Village programs. The Director will take the lead role in the planning and execution of the Troy Traffic Jam, a premier car show in southeast Michigan and the Village's largest fundraising event. Additionally, they will engage in the Troy Community, oversee and cultivate donors, support other Village fundraising activities including the Summer Raffle and Scarecrow Row, and co-manage the Fund Development Committee.

Position Details: This part-time position is a maximum of 18 hours per week (averaging across the year, some weeks may be nearly full-time). Hours are flexible and we can accommodate a hybrid office. Our team atmosphere is supportive of family needs. Currently the Village offers paid holidays and sick leave for part-time positions.

ESSENTIAL JOB FUNCTIONS:

- Manage the Troy Traffic Jam, a large community event, including planning, execution and oversight
- Coordinate marketing efforts for the Troy Traffic Jam
- Cultivate sponsorships for the Troy Traffic Jam and other Village programs and events
- Cultivate and steward relationships with existing and prospective donors
- Oversee & support other Village fundraising activities including Summer Raffle and Scarecrow Row
- Communicate regularly and professionally with sponsors, donors, and key Village stakeholders
- Consult on and help implement annual appeals
- Co-Manage the Fund Development Committee, providing staff support and strategic guidance

SECONDARY JOB FUNCTIONS:

- Engage in community activities such as Chamber of Commerce and Village Outreach events
- Develop and maintain relationships with community partners, sponsors, and donors
- Stay connected to the fund development field including latest trends and outlooks
- Support other Village programs and initiatives as needed

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Strong written and verbal communication skills
- Exceptional interpersonal skills with the ability to build and maintain professional relationships
- Exceptional planning and organizational skills with the ability to flex when things change
- Project management capabilities with the ability to manage multiple priorities simultaneously
- Budget management and financial tracking skills
- Skilled in Microsoft Word, Excel, Outlook and other Office Programs
- Capable of managing Donor Perfect or a similar online donor management platform

DESIRED EXPERIENCE AND REQUIREMENTS:

- College degree required; coursework in business, communications, public relations, non-profit management and/or philanthropic studies preferred
- 2 years of fundraising and/or event management experience (may include volunteer experience)
- Experience with car shows or background knowledge in the automotive industry

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- Reliable transportation
- Ability to work occasional evenings and weekends, particularly during Traffic Jam season
- Ability to stand for extended periods of time
- Ability to perform basic event setup tasks (lift 30-40lbs, set up display table, set up popup tent)
- Work is performed both in an office environment and at outdoor/indoor event venues

To Apply submit a cover letter, resume, and Troy Historic Village Employment Application (available online at www.troyhistoricvillage.org/resources/interns-employment/) to Executive Director Jen Peters at jpeters@thvmail.org or 60 W. Wattles Rd., Troy, MI 48098.

The Troy Historical Society and Troy Historic Village is an equal opportunity employer.