



Title: Development Specialist

Reports to: Director of Development and Alumni Relations

The **Development Specialist** reports to the Director of Development, but works closely with staff across the organization, to further AHF's mission and current strategic plan. This position is responsible for assisting in and supporting the Hall's (AHF's) development efforts to ensure excellent stewardship and sustainability.

The primary duties and responsibilities of the **Development Specialist** include:

Data Manager

- Process/document/manage pledges, gifts & invoices/pledge reminders/thank you/receipts; sponsorships & event details; grant applications & awards, and Major Gift solicitations in DonorPerfect.
- Reconcile monthly with AHF financial consultant at Jitasa.
- Deliver monthly progress reports.
- Maintain the accuracy and integrity of DonorPerfect corporate, board and patron records by ensuring that all information is kept current.
- Keep major gift program moving forward with assistance scheduling, reporting, proposal preparation and regular "Up Next" reports for Development Director and President.
- Maintain and manage a calendar of grant applications reports due.

Communications/Research

- Develop and manage On-Line Forms for E-giving and event attendance.
- Prepare lists for direct mail campaigns, the major gift program and electronic communications.
- Assist otherwise with mailings, electronic communications, and the major gift programs as needed.
- Gather necessary data in an orderly manner for grant applications and reports.
- Research and document prospects related to each new class of Awardees.
- Assist with event planning and execution.
- Research returned mail.
- Support grant submissions with research, data collection, fact checking and proof reading.
- Proof letters and major gift proposals.
- Perform basic administrative duties such as filing, etc.

Wage: \$15-20/hour; 30-40 hours/week

Benefits include PTO, vacation pay and a dedication to supporting our staff in their personal career development.

Duration: Permanent

Conditions: Be prepared to work virtually with availability Mon-Fri for Zoom meetings. Working onsite will be based on restrictions appropriate for the restoration of business norms. Access to a computer is appreciated. If you do not have access to a computer one may be provided to you.



Skills required: Knowledge of Microsoft Suite and experience using Donor Perfect or other donor database(s). Must have experience in historical research practices and techniques. Must possess strong interpersonal skills and display exceptional time-management and organizational skills. Must demonstrate a professional demeanor whether speaking to others in person, over the phone, via email or through letters. There is the expectation to have the ability to work flexible hours, including occasional nights and weekends, and be able to display command of the Automotive Hall of Fame’s mission, work, and strategic plan in short time.

About the Automotive Hall of Fame

The mission of the Automotive Hall of Fame is to honor and celebrate the accomplishments of individuals in the international motor vehicle industry through awards and educational programs that challenge young and old alike to higher levels of personal achievement.

It began in 1939 as the “Automobile Old Timers” association in New York, NY. Its mission was to perpetuate the memories of the early automotive pioneers. It moved to Washington, DC in 1960, and then Midland, MI in 1971 before moving to its current location in Dearborn, MI in 1997.

The Hall of Fame building is a 25,000 square foot museum with exhibits and information honoring its awardees. The exhibits illustrate major automotive contributions and innovations by men and women from around the world. Since its founding in 1939, AHF has honored nearly 800 men and women.

The Hall also has a digital presence with a website, blog, emails and social media that tell stories of the people behind the automotive industry and the vehicles, innovations and technology that they have influenced. This includes stories, biographies, photo galleries, videos and more that are continuously updated to keep stories fresh and relevant for the visitors.

For more information about the Hall visit our website at: www.automotivehalloffame.org

How to Apply: Please send resume and cover letter to mfourcroy@thedrivingspirit.org