

## **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/](http://www.troyhistoricvillage.org/resources/interns-employment/)) to Executive Director Jen Peters at [jpeters@thvmail.org](mailto:jpeters@thvmail.org) or 60 W. Wattles Rd., Troy, MI 48098.

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

**APPLICATION FOR EMPLOYMENT**  
**Troy Historic Village · 60 W. Wattles Rd. · Troy, MI 48098 · 248.524.3570**

PERSONAL INFORMATION:

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Preferred Telephone: \_\_\_\_\_ Cell Home

EMAIL: \_\_\_\_\_

Position Sought: \_\_\_\_\_ Available Start Date: \_\_\_\_\_

Are you currently employed? Yes No Schedule: \_\_\_\_\_

EDUCATION:

	Name and Location	Graduate? Degree?	Major/ Subjects Studied
High School			
College or University			
Specialized Training			
Other Education			

Are you authorized to work in the United States? \_\_\_\_\_ Have you ever been convicted of a crime? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Do you have a valid driver's license? \_\_\_ Yes \_\_\_ License No: \_\_\_\_\_ State: \_\_\_\_\_

REFERENCES: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please return this completed and signed application to the address at the top of the page with a current one-page resume that includes work history, special skills and/or volunteer experience that contribute to your abilities to succeed in the position for which you are applying, and a cover letter.**

I authorize you to verify any of the information concerning my employment, education, credit, driving or criminal history with the appropriate individuals, companies, institutions or agencies and authorize them to release such information as you require, including my prior disciplinary record, without any obligation to give me written disclosure of such disclosure.

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)